



Minneapolis Police Department
Internal Affairs Unit
September 15, 2023



MPD DISCIPLINE MATRIX DRAFT

July, 2025

Introduction

MPD Discipline Matrix

Introduction

The Minneapolis Police Department (MPD) is a part of, and empowered by, the community. Minneapolis Police Officers are not separate from the citizens of Minneapolis. We draw our authority comes from the law, but our legitimacy is rooted in from the will and consent of the people. We understand that effective policing goes beyond just enforcing laws; it involves building meaningful, trusting, and long-lasting relationships with those we serve.

Minneapolis is home to diverse and vibrant communities. We recognize Minneapolis is made up of people of diverse characteristics, with community members coming from all over the world with complex and diverse lived experiences to make Minneapolis home. MPD values and celebrates this diversity as a source of strength.

- ~~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 MPD is committed to protecting and respecting all those we serve. We are dedicated to partnering with our community to foster strong, collaborative relationships that enhance public safety, uphold the law, and tackle the underlying causes of crime.

To achieve this, the MPD expects all Department members to uphold high standards of moral character and integrity, act in accordance with the law, with services provided without discrimination and bias, and to always maintain impeccable professional conduct. 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 and correction system supports the success of the Department and the officers in carrying out ~~the this mission by promoting public trust through accountability, individual responsibility, and high standards of professionalism.~~

- Both the public and officers-MPD members should have confidence that when the Department and City policy policies is are violated, fair and consistent discipline-correction action based on the facts and circumstances of the violation will be imposed. This below matrix is meant to be a transparent guide for the Chief of Police to issue corrective action in a fair and consistent manner, informing both the Department and the public about what can be expected if policy violations occur.
- ~~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.~~

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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 September 15, 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.~~

Definitions

Aggravating Circumstances: Conditions, events, or factors related to the actor, the actor's conduct, or the effect of the conduct on others, that increase the seriousness of the violation and/or increase the degree of discipline from the presumptive discipline specified in the Matrix. (See the aggravating/mitigating section below for specific examples)

Corrective Action: Any employment action taken in response to a complaint of misconduct. This includes both disciplinary action and non-disciplinary corrective action.

Demotion: A disciplinary reduction in civil service rank for those at the permanent rank of Sergeant or Lieutenant. Demotions can occur for category C and D level violations.

Discipline Matrix (Matrix): A written, consistent, progressive, and transparent tool or rubric that provides ranges of disciplinary actions and non-disciplinary corrective actions for different types of misconduct.

Mitigating Circumstances: Conditions, events, or factors related to the actor, the actor's conduct, or the effect of the conduct on others, that decrease the seriousness of the violation and/or decrease the degree of discipline from the presumptive discipline specified in the matrix. Mitigating circumstances cannot excuse or justify the violation. (See the aggravating/mitigating section below for specific examples).

Non-Disciplinary Corrective Action: Department actions not disciplinary in nature, taken to correct behavior. Non-disciplinary corrective action may take place where there is no policy violation but a desire to course correct, or where there is a policy violation and the non-disciplinary corrective action is either in lieu of discipline or in addition to it. Examples of non-disciplinary corrective action include coaching and training.

Suspension: Unpaid time off. In lieu of unpaid time off, the Department may debit the member's vacation balance for any portion of the prescribed suspension. Any suspension will be imposed in total hours.

Written Reprimand: A formal written notice to the employee documenting the policy violation and providing warning about future disciplinary action. This is considered the least severe form of discipline.

Matrix Process

Violation Categories: The matrix includes 5 categories of violations, categorized by the severity of the impact of the violation on the public, the MPD, and the involved members. The categories are labeled A-E, with category A being the least severe and category E being the most severe. Each category lists examples of policy violations that fall within the category. Each category also lists a presumptive corrective action, including for Categories B-E a presumptive level of discipline, as well as the upper and lower levels of discipline that may be

imposed, based on documented aggravating or mitigating factors. The matrix does not attempt to catalog all possible policy violations and the corresponding categories of discipline (for B-E violations). Rather, it is meant to be a guide for understanding the factors that will be used to determine the category of the violation and the appropriate corrective action. The examples listed under each category are those which would typically but may not always fall into that category.

Determine Outcome:

The Chief is the final decision-maker and retains sole authority regarding whether to impose corrective action following complaint investigations. The Chief will consider the totality of the circumstances when determining the category of the violation and the appropriate corrective action, including the level of discipline for a Category B-E violation. The category of the violation is determined by the facts and circumstances of the violation before the application of aggravating or mitigating factors to determine any deviations from the presumptive discipline. The Chief may not impose only non-disciplinary corrective action where, based on the individual facts and circumstances of a case, the Disciplinary Matrix calls for discipline. The MPD Chief makes discipline determinations based solely on the information contained in the investigative report and case file, investigative findings, the facts and circumstances of the situation, the presence of mitigating or aggravating factors, and the application of any progressive discipline policy (which may include that, although discipline will normally be administered progressively, progressive discipline does not require that each form of discipline be applied, nor must it be applied, in any particular order). Any departures from the presumptive discipline, including any downward departures from the minimum discipline, shall be justified based on the facts and circumstances of the situation and documented in writing by the MPD Chief.

Multiple Count Adjustments: Each sustained misconduct violation shall be considered separately for the purpose of determining appropriate corrective action, except if the same conduct results in overlapping policy violations, in which case the policy violation with the highest category of discipline may be considered for determining corrective action. The other offenses determine whether and how much to increase the corrective action within the selected category. Where an allegation of police misconduct contains multiple separate potential policy violations, even if the most serious allegations are “Not Sustained,” such a determination will not preclude the imposition of discipline, training, or other non-disciplinary corrective measures for “Sustained” findings of less serious misconduct stemming from the same set of allegations.

Prior Record: The matrix incorporates a member’s previous sustained corrective action record in determining discipline for new violations. This does not include Early Intervention System (EIS) and MPD Health and Wellness non-discipline related records, which unless the records are

directly related to an allegation of misconduct and a referral for investigation. Discipline categories B through D list three levels of discipline depending on the number of previous violations within a prescribed period of time from the date of incident(s), as well as enhancement of what would otherwise be Category A violations to a discipline category based on repeated violations.

Additional Corrective Actions: Along with any discipline issued, the Department may also require additional non-disciplinary measures, including but not limited to such items as performance mentoring, training, and transfer.¹

Aggravating and Mitigating and Aggravating Circumstances

The ~~Department-MPD~~ 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-identifies examples of~~ mitigating and aggravating factors that may, but are not required to, be considered and applied by the Chief in ~~the imposition of~~ deviating from the presumptive discipline. Mitigating factors offered by the member or the member's union representative shall be considered by the Chief when determining which mitigating factors to apply. When the Chief determines mitigating or aggravating factor(s) shall be applied to deviate from the presumptive discipline, these factors shall be documented in the written basis for the decision. The table below is non-exhaustive and is intended to provide a guiding framework for assessing mitigating and aggravating factors. ~~To be considered, mitigating and aggravating factors should be more than incidental and should bear a consequential relationship to the conduct in the incident.~~

¹ As explained by POFM contract within Article 17. Police-Officers-Federation-CPO-Contract-2023-2025-SIGNED.pdf

Public Trust <u>(Aggravating)</u>	• <u>Whether the member's actions cause, or reasonably could have caused, Actions that cause the members of the public to lose trust in the MPD or in the police profession. This shall include an analysis of the failure to deliver procedural justice including providing others voice, acting with neutrality, and showing respect.</u> LAW ENFORCEMENT CODE OF ETHICS: "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. 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. 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. 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."
Procedural Justice	• 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 record (to include non-disciplinary corrective actions)
(May be mitigating or aggravating)

- Repeated violations falling within the same category within a prescribed period of time have presumptive enhancements within categories B through D below. The Chief may consider other aspects of the member's prior record, including but not limited to the recency, nature, and/or number of other violations, and the effect of previous violations on employee knowledge.~~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).~~

Previous positive work history <i>(Mitigating)</i>	<u>This can include performance evaluations, recognitions, and any other documented positive work history.</u>
Previous negative work history <i>(Aggravating)</i>	<u>This can include performance evaluations, performance improvement plans, and any other documented negative work history.</u>
Responsibility of Rank <i>(Aggravating)</i>	• Employees <u>Members</u> of a higher rank will <u>shall</u> 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.
Personal gain <i>(Aggravating)</i>	<u>This includes personal gain or attempt to receive personal gain as a result of the violation.</u>
Efforts to conceal the violation <i>(Aggravating)</i>	<u>Were there any deceit or other evidence of the member trying to conceal the violation? This may be considered in enhancement of the original violation in addition to any separate discipline related to these efforts.</u>
Resulting injury to another or damage to property <i>(Aggravating)</i>	<u>Did the violation cause injury to another or damage to property or did it have a reasonable likelihood of doing so?</u>
Seniority <i>(May be mitigating or aggravating)</i>	• <u>Length of tenure as a peace officer and/or with the MPD</u> Seniority <u>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. Members are expected to have knowledge and behave commensurate with their level of department and rank seniority.</u>
Culpability/Employee intent <i>(May be mitigating or aggravating)</i>	• <u>Were the member's actions intentional/knowing, reckless, or negligent, and if so, to what degree? What was the member's intent in their actions? Was the action taken as a result of a concern for others? What training and/or notice was provided to the employee? An evaluation of the behavior should consider whether the employee acted intentionally or with knowledge that the behavior amounted to a violation of policy.</u> • Did the employee recklessly disregard factors that a reasonable person would have considered? • Did the employee act negligently, recklessly or carelessly?

Employee Attitude <u>(May be mitigating or aggravating)</u>	- What is <u>was</u> the employee's <u>member's</u> attitude towards the behavior? <u>Did the member self-report the incident in a proper/timely manner? Did they admit their behavior was in violation of policy?</u> - Did the employee <u>they</u> accept responsibility for their action <u>the violation</u>? <u>Did the employee self-report?</u> <u>Did they show remorse?</u> This member's attitude throughout the entire process from the time of the incident until a decision is made may be considered.
Training	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 <u>(Mitigating)</u>	<u>Were there documented incidents of MPD issued commendations or other commendations to include recency, relatedness, level and overall history of recognition?</u> <u>This can include awards, compliments, performance evaluations, or other recognitions.</u>
Unusual and serious workplace tensions or stressors <u>(Mitigating)</u>	<u>Were there extraordinary circumstances present that were not within the member's control that could reasonably be expected to affect the employee's conduct?</u>
Correction of behavior <u>(May be mitigating or aggravating)</u>	<u>Has the conduct, upon notification, been corrected? Have intervention and prevention methods been utilized to correct the behavior and were the methods successful or unsuccessful? Was the correction of behavior handled and resolved by the member's chain of command?</u>
Good will intention <u>(Mitigating)</u>	<u>Did the member reasonably believe that the conduct was at the benefit of the department or the public? Did the member reasonably believe that the conduct was the best course of action based on their knowledge, expertise, training, and assessment?</u>

<u>Categories and Definitions</u>	<u>Corrective Action</u>
Category A: <u>Conduct that, while against policy, is isolated in nature and has or risks a minimal negative impact on public safety or on</u>	<u>Coaching, Training, or Other Non-Disciplinary Corrective Action</u> <u>First and Second same or similar sustained policy violation remain with a Category A. The Third same or similar policy violation within</u>

<u>MPD's overall operations or professional image.</u>	<u>1 year from the violation date (rolling calendar) will be upgraded to a Category B.</u>
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<u>Categories and Definitions</u>	<u>Level</u>	<u>Disciplinary Range</u>		
		<u>Minimum with Mitigating Factors</u>	<u>Presumptive Discipline</u>	<u>Maximum with Aggravating Factors</u>
<u>Category B:</u> <u>Conduct that has or may have more than a minimal negative impact on the operations or professional image of the member or MPD; or that negatively impacts relationships with other officers, public safety partners or the public.</u>	<u>1st Violation</u>	<u>Written Reprimand</u>	<u>Written Reprimand</u>	<u>10 Hour Suspension</u>
	<u>2nd same or similar sustained policy violation in 2 years</u>	<u>Written Reprimand</u>	<u>10 Hour Suspension</u>	<u>30 Hour Suspension</u>
	<u>3rd sustained policy violation in 2 years</u>	<u>Go to Category C</u>		

<u>Categories and Definitions</u>	<u>Level</u>	<u>Disciplinary Range</u>		
		<u>Minimum with Mitigating Factors</u>	<u>Presumptive Discipline</u>	<u>Maximum with Aggravating Factors</u>
<u>Category C:</u> <u>Conduct that involves a risk to safety or that has or may have a pronounced impact on the operations or professional image of the member or MPD; or on relationships with</u>	<u>1st Violation</u>	<u>Written Reprimand</u>	<u>20 Hour Suspension</u>	<u>40 Hour Suspension</u>
	<u>2nd same or similar sustained policy violation in 3 years</u>	<u>20 hour suspension</u>	<u>30 hour suspension</u>	<u>80 hour suspension</u>
	<u>3rd sustained policy violation in 3 years</u>	<u>Go to Category D</u>		

<u>other officers, public safety partners or the public.</u>		
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<u>Categories and Definitions</u>	<u>Level</u>	<u>Disciplinary Range</u>		
		<u>Minimum with Mitigating Factors</u>	<u>Presumptive Discipline</u>	<u>Maximum with Aggravating Factors</u>
<u>Category D:</u> <u>Conduct substantially contrary to the values of the MPD or that substantially interferes with its mission, operations, or professional image or that involves a serious risk to the member or others.</u>	<u>1st Violation</u>	<u>30 Hour Suspension</u>	<u>40 Hour Suspension</u>	<u>80 Hour Suspension</u>
	<u>2nd same or similar sustained policy violation in 5 years</u>	<u>60 Hour Suspension</u>	<u>80 Hour Suspension</u>	<u>360 Hour Suspension</u>
	<u>3rd sustained policy violation in 5 years</u>	<u>Go to Category E</u>		

<u>Categories and Definitions</u>	<u>Disciplinary Range</u>
	<u>Presumptive Discipline</u>
<u>Category E:</u> <u>Any conduct involving:</u> <u>• Intentional misuse of authority to harm another.</u> <u>• A violation of law, policy or regulation which results or could reasonably be foreseen as resulting in death or great bodily harm.</u> <u>• An act or omission which demonstrates a serious lack of integrity, ethics or character that relates to a member's fitness to hold their position.</u> <u>• Egregious misconduct substantially contrary to the standards of conduct reasonably expected, to include those whose sworn duty is to uphold the law.</u>	<u>Discharge</u> <u>One Violation</u>

- A failure to adhere to any condition of employment required or mandated by law.
- 18 U.S.C. 922 (g) (Lautenberg) violations or conduct that meets the elements of any crime identified in Minnesota Rule 6700.0700, subp. 1(D). (This includes criminal violations that would cause a loss of license to be a police officer.)

Corrective Actions

Description: Corrective Actions can be separate from discipline or added to the discipline depending on the specific facts of the incident and the presence of aggravating/mitigator factors. Corrective Actions can be imposed at the Chief's discretion.

Examples of Corrective Actions includes, but is not limited to, the following options:

- Loss of departmental driving privileges for X days, not to exceed X days, for the following vehicle types (all city vehicles, marked city vehicles, unmarked city vehicles, low-profile city vehicles), during the following types of shifts (all work shifts, only regular working shifts, only overtime shifts, etc.)
- Loss of secondary employment privileges for X days, not to exceed X days
- Mediation
- Loss of overtime privileges for X days, not to exceed X days
- Temporary suspension of secondary assignment for X days, not to exceed X days
- Involuntary transfer, if continued presence causes continued risk/harm to the unit
- Remedial training (ex: conflict resolution, anti-bias, driving conduct, etc.)
- Demotion (for Category C – D violations only)
- Loss of special duty privileges for X days (other than required training), not to exceed X days
- Desk duty for X days, not to exceed X days

The examples of policy violations below are non-exclusive and non-exhaustive. For any policy violations that do not appear within the below list examples, the Chief will utilize the Category definitions to determine a Category and then utilize the corresponding disciplinary range to determine the corrective action.

<u>Violation</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>

Code of Conduct Violations

<u>Use of derogatory, indecent, or unnecessarily harsh language to address or reference another person, including profanity used as insult. (Does not include discriminatory or biased language which is included in Category E)</u>		<u>X</u>	<u>X</u>		
<u>Use of derogatory, indecent, or unnecessarily harsh language not directed at a person</u>	<u>X</u>	<u>X</u>			
<u>Failure to remain alert and awake while on duty or during secondary employment. (i.e. asleep on duty, neglecting/avoiding calls for service, loafing)</u>			<u>X</u>	<u>X</u>	
<u>Violations involving truthfulness: Making, orally or in writing, any false statement, or misrepresentation of any material fact.</u>					<u>X</u>
<u>Violations involving truthfulness: Omissions of fact</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Threats of harm to employees</u>				<u>X</u>	<u>X</u>
<u>Use of discretion as dictated by policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations of social media policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Engaging in sexual activities while on duty or during secondary employment</u>					<u>X</u>
<u>Conduct meeting the elements of DWI while driving a City vehicle (including all types of city owned vehicles)</u>				<u>X</u>	<u>X</u>

<u>Conduct meeting the elements of DWI while off-duty</u>			<u>X</u>	<u>X</u>	
<u>Violations involving being under the influence of alcohol while on duty</u>				<u>X</u>	<u>X</u>
<u>Violations involving committing misdemeanor, gross misdemeanors or felony</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to bribes</u>					<u>X</u>
<u>Use of Force Violations</u>					
<u>Violations of intentionally using prohibited force by policy (chokehold, Maximal Restraint Technique (MRT), prone position while transporting)</u>					<u>X</u>
<u>Level 1 use of force that is unnecessary and/or not objectively reasonable</u>		<u>X</u>	<u>X</u>		
<u>Level 2 use of force that is unnecessary and/or not objectively reasonable</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Level 3 use of force that is unnecessary and/or not objectively reasonable</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to conduct a supervisor force review for a level 2 use of force</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Failure to conduct a supervisor force review for a level 3 use of force</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to document level 1 use of force in RMS in all required sections. (For minor clerical errors in reporting writing, refer to the Report Writing</u>	<u>X</u>	<u>X</u>	<u>X</u>		

<u>Violations section below.)</u>					
<u>Failure to make required notification to supervisor for a level 2 use of force.</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Failure to document level 2 use of force in RMS in all required sections. (For minor clerical errors in reporting writing, refer to the Report Writing Violations section below.)</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Failure to make required notification to supervisor for a level 3 use force.</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to document level 3 use of force in RMS for all required sections. (For minor clerical errors in reporting writing, refer to the Report Writing Violations section below.)</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to verbally warn of intention to use force (prior to use of force) when feasible and safe to do so</u>	<u>X</u>	<u>X</u>			
<u>Secondary Employment Violations</u>					
<u>Secondary employment violations to include failure to obtain approval to work a job site, squad usage, failure to handle calls for service.</u>	<u>X</u>	<u>X</u>			
<u>Failure to log on with MECC during permitted secondary employment</u>	<u>X</u>	<u>X</u>			
<u>Working at a prohibited job site for secondary employment (where it would be an approved site but for the employee did not follow the applicable process)</u>		<u>X</u>	<u>X</u>		

<u>Working at a prohibited job site for secondary employment (ex: adult entertainment, political)</u>				<u>X</u>	<u>X</u>
<u>Violations relating to an expired secondary employment form</u>	<u>X</u>				
<u>Arrest Procedure Violations</u>					
<u>Intentional malicious or intentional false arrest (abuse of authority)</u>				<u>X</u>	<u>X</u>
<u>Violations relating the arrest procedures</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to transportation of arrested persons</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	
<u>Violations relating to securing arrested persons with fastened seatbelts during transport in any vehicle equipped with seat belts</u>	<u>X</u>				
<u>Search and Seizure Procedure Violations</u>					
<u>Intentional malicious or intentional false search (abuse of authority)</u>				<u>X</u>	<u>X</u>
<u>Violations relating to search procedures</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to thoroughly search an individual in police custody</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Timekeeping Violations</u>					
<u>Violations of the total hours of work per pay period, depending on frequency of occurrence</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations of the requirement for rest periods within every 24-hour period, depending on frequency of occurrence</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations of the amount of days with no work shifts during each pay</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>

<u>period, depending on frequency of occurrence</u>					
<u>Violations concerning the inputting the correct code for timekeeping in workforce director, depending on frequency of occurrence</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Violations concerning including the correct information in the workforce director for permitted secondary employment as required by policy, depending on frequency of occurrence</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Violations of timely entries, depending on frequency of occurrence</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations concerning use of overtime, voluntary overtime, critical staffing overtime, court-related overtime, buyback, and/or phone-call related overtime as required by policy, depending on frequency of occurrence</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Handling of Evidence and Personal Property Violations</u>					
<u>Violations relating to storage or release of evidence/property (not including minor clerical mistakes)</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to storage of release of evidence/property that were minor clerical mistakes (wrong case number, mislabeling) if not corrected within 24 hours of notice</u>	<u>X</u>				
<u>Violations relating to the intentional and willful destruction of evidence or tampering</u>					<u>X</u>
<u>Uniforms/Badges/Grooming Violations</u>					

<u>Violations related to appearance concerning grooming and uniform</u>	<u>X</u>				
<u>Failure to provide name and badge number when requested</u>		<u>X</u>			
<u>Vehicle-Related Violations</u>					
<u>Failure to inspect vehicle</u>	<u>X</u>				
<u>Failure to wear seat belt</u>	<u>X</u>	<u>X</u>			
<u>Preventable vehicle collision not resulting in injury and/or only resulting in minor or no damage (more than 2 of these preventable collisions within 12 months will elevate to Category B)</u>	<u>X</u>				
<u>Preventable vehicle collision resulting in injury and/or more than minor damage</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Improper procedures for towing a vehicle</u>	<u>X</u>	<u>X</u>			
<u>Initiating a pursuit against policy</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Violations relating to exceeding the authorized squad limit during a pursuit</u>		<u>X</u>			
<u>Unauthorized vehicle type involved in a pursuit</u>		<u>X</u>			
<u>Failure to notify dispatch of involvement in a pursuit</u>		<u>X</u>	<u>X</u>		
<u>Failure to notify dispatch of discontinuation in a pursuit</u>		<u>X</u>			
<u>Failure to continuously use lights and sirens during pursuit/emergency driving (exception for using radio and initiating an unannounced approach as allowed by policy)</u>	<u>X</u>	<u>X</u>			

<u>Failure to use lights and/or siren (one or both) throughout the entire duration of a pursuit/emergency driving</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to acknowledge the role of pursuit supervisor</u>		<u>X</u>	<u>X</u>		
<u>Failure to complete required pursuit reports/narratives if not completed within 48 hours of notification by supervisor or MPD unit (including required reports from the primary pursuit squad, secondary pursuit squads, and pursuit supervisor for both the driver(s) and passenger(s))</u>	<u>X</u>	<u>X</u>			
<u>Violations relating to using an unauthorized roadblock during a pursuit</u>				<u>X</u>	<u>X</u>
<u>Violations relating to using unauthorized intentional vehicle contact during a pursuit</u>				<u>X</u>	<u>X</u>
<u>Failure to terminate a pursuit after loss of visual contact for a significant period of time as dictated by policy</u>	<u>X</u>	<u>X</u>			
<u>Failure to terminate a pursuit after direction from the pursuit supervisor</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Failure to obtain permission to pursue a vehicle outside of city limits</u>	<u>X</u>	<u>X</u>			
<u>Violations relating to driving the wrong way on a freeway (not including the freeway ramp)</u>			<u>X</u>	<u>X</u>	
<u>Violations relating to take-home vehicles</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	

Rendering Medical Aid Violations

Good-faith effort to render medical aid when the medical aid provided is not consistent with professional training.

X

X

X

Failure to render or obtain any necessary emergency medical care whenever a person is injured, complains of injury or illness, or requests medical attention, consistent with training, following a level 3 use of force

X

X

Willful failure to render or obtain any necessary emergency medical care whenever a person is injured, complains of injury or illness, or requests medical attention, consistent with training, where the officer knew or should have known there was a reasonable chance of death or great bodily harm

X

X

Body Worn Camera (BWC)/ Mobile Video Recording (MVR) Violations

MVR/BWC violations involving failure to add correct required metadata (missing CCN, evidence category, assigned personnel, etc.) if not corrected within 30 days of first notification through supervisory review or internal audits

X

Failure to complete a start-up check for BWC/In-Car Camera (ICC) as required by policy

X

Intentional de-activation not within policy,

X

<u>disabling or destruction of BWC/ICC</u>					
<u>Violations involving a failure to activate BWC/ICC for entirety of incident as required by policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Violations involving late activation of BWC/ICC prior to on-scene arrival as required by policy (ex: while driving prior to engaging with any people)</u>	<u>X</u>				
<u>Violations involving late activation of BWC/ICC after on-scene arrival as required by policy</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Violations involving an early de-activation of BWC/ICC, if not covered by the temporary de-activation policy, as required by policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Failure to document or narrate reason for failure to activate, late activation, or early de-activation of BWC/ICC as required by policy</u>	<u>X</u>	<u>X</u>			
<u>Report Writing Violations</u>					
<u>Clerical errors on written reports on fields required by policy that do not affect the substance and are detailed by the officer elsewhere in a report within 48 hours of notification by supervisor or MPD unit (Example: use of force details page, de-escalation page, etc.)</u>	<u>X</u>				
<u>Failure to make corrections within 7 days of first notification on a written report after</u>	<u>X</u>				

<u>notified by supervisor or internal audit</u>					
<u>Failure to complete required reports or documentation (does not include use of force reports which is addressed in the spanning multiple categories section).</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Domestic Abuse Incident Procedure Violations</u>					
<u>Failure to conduct all of the steps required by policy for a thorough preliminary investigation for a domestic abuse incident (as outlined in P&P 7-314)</u>			<u>X</u>	<u>X</u>	
<u>Failure to follow all of the steps required by policy to thoroughly address the domestic abuse incident protocol (as outlined in P&P 7-314)</u>			<u>X</u>	<u>X</u>	
<u>Failure to conduct less than all of the steps required by policy resulting in a partial or insufficient preliminary investigation for a domestic abuse incident (as outlined in P&P 7-314)</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Failure to follow less than all of the steps required by policy to thoroughly address the domestic abuse incident protocol (as outline in P&P 7-314)</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>De-Escalation Violations</u>					
<u>Failure to utilize techniques resulting in de-escalation where there was a reasonable opportunity to use the</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>

<u>techniques which does not pose a significant risk to safety of the officer, members of the public, or another</u>					
<u>Duty to Report Violations</u>					
<u>Failure to report misconduct as required by policy (discipline category shall be the same as the discipline category for the unreported violation)</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to notify supervisor or IA of off-duty behavior as required by policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to make required notifications to MPD Chief or Watch Commander as required by policy</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Duty to Intervene Violations</u>					
<u>Failure to intervene as required by policy (discipline category shall be the same as the discipline category for the underlying violation)</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Court-Related Violations</u>					
<u>Failure to appear in court (first occurrence only regardless of duration of time)</u>	<u>X</u>				
<u>Failure to appear in court (second occurrence only regardless of duration of time)</u>		<u>X</u>			
<u>Performance-Related Violations</u>					
<u>Isolated instances of tardiness for shifts and required meetings. (Duration of tardiness must be of short length</u>	<u>X</u>				

<u>and have a minimal impact on the event in question)</u>					
<u>Failure to meet conditions of employment or maintain required certification</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to chronic inefficiency or incompetence</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to failure to supervise</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Firearm-Related Violations</u>					
<u>Negligent or unsafe handling of a firearm that has a reasonable potential to cause injury or cause a discharge of the firearm</u>		<u>X</u>	<u>X</u>	<u>X</u>	
<u>Firearm discharge as a result of negligent or unsafe handling of a firearm</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Unauthorized ammunition</u>			<u>X</u>		
<u>Failure to report discharge of a firearm</u>					<u>X</u>
<u>Negligent handling of firearm resulting in injury</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Reckless or intentional discharge or handling of a firearm resulting in injury or a reasonably foreseeable potential to cause an injury.</u>					<u>X</u>
<u>Violations relating to unauthorized modifications to a duty weapon or other declared firearm</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Interference or Obstruction Related Violations</u>					
<u>Intentional destruction or alteration of data for the purpose of hiding evidence</u>					<u>X</u>

<u>Interference with or obstruction of a misconduct investigation</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Interference with or obstruction of a criminal investigation</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Miscellaneous Violations</u>					
<u>Unauthorized use of MPD trademark</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to attend required training</u>		<u>X</u>	<u>X</u>		
<u>Failure to assign self or failure to request dispatch to assign self to a call for service</u>	<u>X</u>	<u>X</u>			
<u>Insubordination as dictated by policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Neglect of Duty/Duty of Action as dictated by policy</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Loss or damage of MPD equipment (not including duty weapons or vehicle)</u>	<u>X</u>	<u>X</u>	<u>X</u>		
<u>Loss or damage of equipment including duty weapons or vehicles</u>			<u>X</u>	<u>X</u>	<u>X</u>
<u>Improper use, access, disclosure, or permission to disclose confidential records, reports, data, or information</u>					<u>X</u>
<u>Leaving assignment without permission</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Failure to take/receive complaint of misconduct</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to media relations as dictated by policy</u>		<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Violations relating to unauthorized use of MPD trademark</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Discrimination, Harassment, and Retaliation Violations</u>					
<u>Acts of bias, discrimination, harassment, sexual harassment, or retaliation as described</u>					<u>X</u>

<u>in MPD policy, the City Anti-Discrimination, Harassment and Retaliation Policy</u>					
<u>Using discriminatory, biased, or racially insensitive language based on protected class status</u>					<u>X</u>
<u>Immigration Related Allegations</u>					
<u>Failure to abide by the City's Separation Ordinance or MPD policy on immigration matters</u>			<u>X</u>	<u>X</u>	<u>X</u>

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.	- 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: - Is a repeated minor violation. - Has or may have a negative impact on operations or professional image of the MPD. - That negatively impacts relationships with other officers, other agencies, or the public.	- 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: • Involves a risk to safety. • 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.	• 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: • Is substantially contrary to the values of the MPD. • Substantially interferes with the MPD's mission, operations or professional image. • Involves a substantial risk to officer or public safety. • Intentionally and knowingly violates MPD policy (without harm to another person)	• 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	Conduct that involves: • 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.	• 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 • Insubordination • Threats of harm to employees	Termination