

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: XX XX, XX	DATE EFFECTIVE: XX XX, XX	NUMBER: SOxx-0xx	PAGE: 1 of 9
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: Manual Revision – <u>2-600 Departmental Boards and Panels</u> <u>2-601 Quarterly Review Panel</u>			APPROVED BY:

MP-8806

Introduction:

Effective with the issuance of this Special Order, Section 2-601 of the MPD Policy and Procedure Manual shall be amended as follows:

2-600 Departmental Boards and Panels

2-601 Quarterly Review Panel
(xx/xx/xx)

I. Purpose

The Minneapolis Police Department (MPD) values a culture of continuous learning that promotes humanity, dignity, de-escalation and civil rights through clear expectation-setting and the effective implementation of policies and law. It is essential that MPD can promptly identify and address areas of deficiency.

The purpose of the Quarterly Review Panel (QRP) is to engage in a process of honest and critical self-examination, strengthen accountability, and enhance public trust, by doing the following:

- Effectively analyze and assess MPD's enforcement practices and related reporting and review procedures.
- Conduct trend analysis based on enforcement data.
- Identify tactical, equipment, training, or policy concerns based on analysis of incidents and data.
- Identify exemplary performance of Department members or community members and make referrals to supervisors or the Awards Committee as appropriate.

- Assess whether enforcement activities are being conducted in a non-discriminatory manner and identify patterns that might be indicators of patterns of discrimination and bias.
- Develop recommended action items for improvements to policy, training, tactics, and equipment to address identified concerns or trends relating to enforcement practices.

This process ensures that members uphold high standards of moral character and integrity, act in accordance with the law, provide services without discrimination and bias, and always maintain impeccable professional conduct (P&P 0-101), and that the MPD's practices align with the Department's mission, vision, values, and goals (P&P 0-102). The purpose of the QRP is not disciplinary; the QRP engages in transparent reflection and constructive evaluation of policies, procedures and operational effectiveness, and makes recommendations for improvements.

II. Policy

A. QRP Meeting Frequency

1. The QRP will meet at least quarterly to assess operational topics on a rolling basis, including but not limited to, use of force response (including communication), stops, searches, citations, and arrests.
2. The Chief may call special sessions of the QRP for any incident type or topic area should the operational need arise.

B. Potential Policy Violations and Concerns

1. If the QRP identifies a potential policy violation or a pattern of concern regarding tactics, training, equipment, policy, or supervision, the QRP Facilitator will provide updates at subsequent meetings on all steps taken, until the issue is resolved ([III-F-7]).
2. When making notifications to Internal Affairs, the QRP Facilitator will make them on behalf of the QRP, in accordance with P&P 2-101.

C. Feedback for Growth and Improvement

1. If the QRP identifies opportunities for growth or improvement through additional training, they shall make any necessary referral to the Commander of the Training Division.
2. If the QRP is making a referral to the Training Division and also reported potential policy violation to Internal Affairs, the supervisor shall inform the Commander of the Training Division so they can coordinate with Internal Affairs.

D. Confidentiality

1. The identities of members involved in QRP incidents shall be kept confidential outside of the QRP, except when making any referrals in accordance with [II-B-1].

2. QRP members shall not contact members involved in incidents reviewed in the QRP to discuss the incident, except when expressly assigned as a QRP action item.

III. Procedures/ Regulations

A. QRP Composition

1. The Police Chief determines the membership of the QRP.
 - a. The QRP shall be staffed with MPD members, whether sworn or non-sworn, with sufficient experience, rank, knowledge, and expertise to complete the list of tasks detailed, including people with background and experience with analyzing data so that the staff can compile and analyze information to present to the QRP.
2. The Police Chief or the Chief's designee shall chair the QRP. Should a designee be selected, the designee must be a Deputy Chief or above or a sworn Chief of Staff.
3. The QRP membership shall include:
 - Panel Chair (Chief of Police or their designee).
 - Deputy Chief of Patrol.
 - Deputy Chief of Professional Standards.
 - Deputy Chief of Constitutional Policing.
 - Implementation Division Commander.
 - Training Division Commander.
 - Internal Affairs Division Commander.
 - QRP Facilitator.

The Chief may add additional panelists (such as subject matter experts or patrol supervisors) depending on the QRP topic.

B. Review Topics

1. The QRP will review rotating topics, selected by the membership on an annual basis. These can include, but are not limited to:
 - Arrests.
 - Citations.
 - Investigative detentions of people.
 - Searches.
 - Investigative detentions of vehicles and vehicle traffic stops.
 - Use of force trends.
 - Level 1 and level 2 reportable use of force incidents.
 - Undercover social media accounts.
 - Administrative functions and processes.
 - Investigative functions and processes.
2. The QRP will also review the following topics at each QRP:

- All level 3 reportable use of force incidents that occurred since the last QRP unless there is an open criminal investigation of a member.
- All level 3 reportable use of force incidents that had a criminal investigation conclude since the last QRP.
- Feedback from Field Training Officers.
- Feedback from Officers in Training regarding the FTO Program.

3. The Chief or Panel Chair may also require the review of any other topic by the QRP at any time.

C. Meeting Preparation

1. The QRP Facilitator shall share the meeting materials with the QRP members in advance, generally two weeks before the meeting, but at a minimum of one week before, to facilitate substantive meeting discussions.
2. The QRP members shall review the meeting materials prior to the meeting, in order to be prepared to critically review, analyze, and assess MPD enforcement practices, as described below ([III-D]).
3. The QRP members shall populate the QRP Meeting Preparation Template prior to the meeting based on their review of the materials.

D. Meeting Expectations

1. Candid review

The QRP members shall candidly, transparently, and critically review, analyze, and assess MPD enforcement practices observed and data presented during QRP meetings, in the spirit of continuous improvement, to:

- a. Evaluate if actions by MPD members during reviewed incidents were tactically sound and whether the actions reflect a need for change or clarification to MPD policy or training.
- b. Assess whether enforcement activities, including uses of force, stops, searches, citations, and arrests, are being conducted in a non-discriminatory manner, and to identify patterns that might be indicators of bias.
- c. If applicable, identify specific modifications to existing policy, training, tactics, or equipment to address problematic performance, including patterns of discrimination and bias.
- d. If applicable, identify if there are additional resources or capacity from outside of MPD that could assist with enforcement.

2. Status updates

- a. The QRP Facilitator will document all QRP action items for necessary follow-up pursuant to this policy ([III-F]).
- b. At each meeting, the QRP Facilitator will provide an update on steps taken to implement unresolved QRP action items and address concerns identified during previous meetings. For each identified concern, the QRP Facilitator will provide an update at subsequent meetings until the issue is resolved ([III-F-7]).

E. Data Formats

The topics discussed during QRP meetings will be presented in one or more of the following three formats: trend analysis, scorecard reviews, and topic incident reviews.

1. Trend analysis

Some QRP meetings will include data trends regarding the applicable topic, such as uses of force, stops, searches, citations, and arrests, so the QRP members can identify and discuss any positive or concerning trends, as detailed below.

- a. The Implementation Unit's Data Analytics team is responsible for creating and populating slides for inclusion into QRPs that will contain trend analysis, which should include themes and observations from the data.
 - i. The information will cover the prior twelve months of data available, at a minimum, to identify any concerning trends.
 - ii. The data presented shall be reported at the city-wide, precinct, and watch levels, when appropriate for the analysis.
 - iii. The data presented shall also include, on an aggregate level, the distribution of demographic information of people subject to member enforcement activity (uses of force, arrests, citations, investigative detentions and stops, etc.), as well as the percentage and proportionality of enforcement related contacts completed for different racial groups where the recorded basis for the enforcement activity is similar.
 - iv. The analysis shall include an assessment of whether demographic data was documented as required.
- b. The QRP shall review and assess this documentation collected about the topic of the quarter.
- c. When conducting trend analysis for enforcement contacts, the analyses shall include the following:
 - i. The percentage of stops and detentions that uncover evidence of criminal activity, including warnings, citations, and arrests, and the nature of the criminal activity uncovered, e.g., the rate at which stops result in evidence of felonies.

- ii. The percentage of weapons pat-downs that result in seizure of unlawful weapons.
 - iii. The percentage of searches that result in seizure of contraband, and the nature of the contraband seized.
- d. QRP members shall discuss any potential findings based on their collective assessment of the data and shall determine if any of these findings warrant recommended action items for the Chief.

2. Scorecard reviews

Some QRP meetings will include scorecard reviews regarding the applicable topic, such as uses of force, stops, searches, citations, and arrests, so the QRP members can identify and discuss any positive or concerning findings, as detailed below.

- a. The Implementation Unit's Compliance team shall conduct reviews of a statistically representative sample of the topic(s) of the quarter for compliance with MPD policy.
- b. The Compliance team will consolidate these results into scorecards for inclusion into the QRP.
- c. The Compliance team is responsible for creating and populating the slides for inclusion into the QRP, which should include themes and commentary found in the data reviews.
 - i. The information will cover the prior twelve months of data available, at a minimum, and comparative data from years prior to the twelve-month period selected whenever possible.
 - ii. The data presented shall be reported at the city-wide, precinct, and watch levels, when appropriate for the analysis.
 - iii. The data presented shall also include, on an aggregate level, the distribution of demographic information of people subject to member enforcement activity (uses of force, arrests, citations, investigative detentions and stops, etc.).
 - iv. The analysis shall include an assessment of whether demographic data was documented as required.
- d. The QRP shall review and assess the scorecards about the topic of the quarter.
- e. QRP members shall discuss any potential findings based on their collective assessment of the data and shall determine if any of these findings warrant recommended action items for the Chief.

3. Topic incident reviews

Some QRP meetings will include topic incident reviews regarding the applicable topic, such as uses of force, stops, searches, citations, and arrests, so the QRP members can discuss and analyze specific situations, as detailed below.

- a. The presenter (as designated by the Implementation Division) shall present incidents, detailing the facts and circumstances of the incidents that involve the topic of the quarter. The presenter shall be sufficiently knowledgeable on the incidents to cover the required information.
 - i. The intent of the presentation shall be to objectively describe, in chronological order, the events leading up to, during, and immediately after the incident. The presentation shall not include the criminal history or previous law enforcement encounters of any involved people unless such context is specifically relevant to the case.
- b. The presentation and advance meeting materials shall include any relevant evidence that may include, but is not limited to:
 - Videos, including body-worn camera and in-car camera recordings.
 - Photos.
 - Audio recordings.
 - Diagrams.
 - Other evidence developed during the investigation of the incident under review.
 - i. The QRP retains the authority to request additional information from preparers to aid their evaluation and recommendations.
- c. The QRP shall ask questions of the presenter regarding the incident to establish a comprehensive understanding of the available facts and circumstances of the incident.
- d. The QRP shall discuss and evaluate the incident critically to identify opportunities for organizational and individual improvement, as well as whether the actions were potentially inconsistent with policy or training. This review shall specifically address:
 - i. **Initiation of event and initial contact:** Whether initiation of the event, including 911 call intake, handling by dispatch, and the initial and continuing police contact by the involved members, was conducted in a manner that was consistent with Department policy.
 - ii. **Consistency with policy and training:** Whether members' actions were consistent with applicable laws and Department policy and training, including whether detentions, searches, citations and arrests, were based on the required reasonable articulable suspicion or probable cause as applicable to the particular law enforcement actions conducted.
 - iii. **De-escalation:** Whether de-escalation techniques and tactics were used prior to any use of force. If such techniques or tactics were not used, whether it was not feasible under the circumstances for de-escalation techniques or tactics to be used.
 - iv. **Post-incident response:** Whether any post-incident issues occurred, such as issues with medical treatment (P&P 7-350), on-scene supervision, or transportation of people.

v. **Documentation:** Whether the members completely and thoroughly reported:

- The reason for the initial stop, arrest, or other enforcement action.
- For any use of force: the type and degree of force used, the circumstances necessitating the force used, and all de-escalation techniques and tactics used.
- Required demographics information.

vi. **Supervisor reviews:** Where applicable, whether each supervisor within a member's chain of command completed a thorough, complete, objective, and timely review, that was consistent with MPD policy.

vii. **Internal Affairs investigation:** Whether any Internal Affairs investigation of the incident was thorough and consistent with policy.

viii. **QRP action items:** Whether any additional training is needed for any involved members and whether any improvements are needed for Departmental policy, training, tactics, equipment, practices, or force investigations.

aa. QRP action items must articulate a specific follow-up action.

ab. QRP action items may require further consideration of a given topic outside of the QRP meeting to determine the appropriate course of action.

F. QRP Action Items

1. At the conclusion of the discussions, the QRP Facilitator shall summarize the QRP action items identified during the meeting.
 - a. If there is a disagreement within the QRP regarding a potential QRP action item, the Chair may make a determination regarding the QRP action item or hold a majority vote of the QRP members. Any disputed QRP action item and the outcome of any vote shall be documented in the QRP report to the Chief.
2. Within 30 calendar days after the quarterly meeting, the QRP Facilitator will submit a report to the Chief with written QRP action items regarding any need for additional training or modifications to policies, tactics, equipment, or Department practices.
3. QRP action items will be implemented unless the Chief provides a written explanation why the QRP action item cannot or should not be implemented, consistent with policy and law.
4. After the Chief of Police approves the QRP action items, the Panel Chair will assign each approved QRP action item to a specific Commander or Inspector appropriate for implementation.
5. The assigned Commander or Inspector shall promptly implement each QRP action item approved by the Chief. If the Commander or Inspector believes the QRP action item requires modification or if there are barriers to its implementation the Commander or

Inspector shall communicate their concerns through their chain of command to identify a solution.

6. The QRP Facilitator shall track the outcome of all QRP action items, including the reasons for any rejections by the Chief, and shall ensure the appropriate resolution of all approved QRP action items.
7. The Panel Chair shall ensure appropriate action is taken on all QRP action items. At each meeting, the QRP Facilitator will provide an update on steps taken to implement unresolved QRP action items and address concerns identified during previous meetings. For each identified concern, the QRP Facilitator will provide an update at subsequent meetings until the issue is resolved.

G. QRP Facilitator and Administration

1. MPD shall establish a QRP Facilitator to administer the QRP pursuant to this policy.
2. The QRP Facilitator shall have access to sufficient staff and resources to administer the QRP as required by this policy.
3. The QRP Facilitator shall document all QRP action items and the status of their implementation, and report on the statuses at the beginning of each QRP meeting ([III-F-7]).
4. The QRP Facilitator shall provide relevant data to the Training Division to inform the Department's annual training needs assessment. Provided data shall include statistics and trends identified by the QRP pertaining to:
 - Use of force.
 - Stops, searches, citations, and arrests reviews.
 - Discipline and police misconduct complaints.
 - Reports of member safety issues.

H. Annual QRP Schedule

1. Prior to the conclusion of a calendar year, the Panel Chair and QRP Facilitator shall finalize a schedule for QRP meetings for the following year, including which topics will be discussed and whether the topics will be analyzed through trend analysis, scorecard reviews, topic case reviews, or through multiple methods. They shall seek input from the Chief and QRP members regarding discussion topics and recommendations on improvements to the review process.
2. The Panel Chair may modify the schedule based on emerging organizational needs or circumstances.

Glossary

QRP Action Items: Recommendations by the Quarterly Review Panel (QRP) to review or change policies, training, Department practices, tactics, or equipment, and any referrals made for

training, potential policy violations, or awards (P&P 2-601). MPD must implement QRP action items unless rejected with rationale in writing by the Chief.

QRP Facilitator: The MPD member selected to administer the Quarterly Review Panel (QRP) (P&P 2-601).

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