



Irene Gomez-Bethke Papers.

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STATE OF MINNESOTA

DEPARTMENT OF HUMAN RIGHTS

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**NEW ADDRESS**  
BREMER TOWER, 5th FLOOR  
7th PLACE & MINNESOTA ST.  
ST. PAUL, MINNESOTA 55101

August 25, 1981

Ms. Irene Gomez-Bethke  
4649 Decatur Avenue North  
New Hope, MN 55428

Dear Ms. Bethke:

It is my pleasure to appoint you to membership on a nine member Task Force on Police Practices that was formally created and recognized on August 21 at a conference on Police/Community Relations. It is my understanding that you were nominated for appointment by conference participants.

The conference, "Mobilization on Police Practices in the Twin Cities", was held at the Earle Brown Center at the University of Minnesota. Co-sponsored by the Minnesota Advisory Committee to the U.S. Civil Rights Commission and the Minnesota Human Rights Advisory Committee, the conference focused on a report recently released by the U.S. Commission on Civil Rights. The report contains information about policies and practices of the Minneapolis and St. Paul Police Departments and includes recommendations for improvements in police/community relations, employment of police officers, distribution of police departments' services, and officer training. Conference participants studied the recommendations outlined in the report and determined activities and courses of action that can be pursued to implement the recommendations.

The Police Practices Task Force will be responsible for implementing strategies for the improvement of metropolitan police practices. It is my intention to create the task force for a period of one year subject to extension.

It is my hope that the task force will contribute to an improvement in police/community relations in the metropolitan area. Thank you for your willingness to participate in this effort.

Sincerely,

Marilyn E. McClure  
Commissioner

MEM/rmc

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KEITH M. STIDD, DEPUTY CITY ATTORNEY  
EMANUEL A. SERSTOCK, DEPUTY CITY ATTORNEY  
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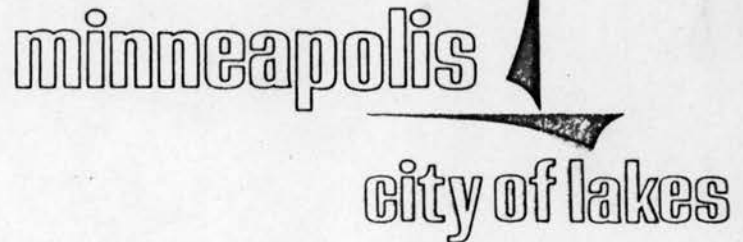
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**OFFICE MANAGER**

GERI JAUNTY

**CITIZENS DISPUTE  
SETTLEMENT PROGRAM**

JUDITH A. JACKSON



April 15, 1982

Pat Maxwell  
Hennepin County Bar Association  
Room 402 Powers Building  
430 Marquette  
Minneapolis, Minnesota 55401

Dear Pat:

I am enclosing a slightly revised proposed contract which I believe is consistent with Judge Arthur's Order. Would you please review it.

I believe each member of the panel who agrees to serve should sign this contract before reviewing any files.

Please let me know if you have any thoughts on this matter.

Very truly yours,

JEROME R. JALLO  
Assistant City Attorney

Enclosure  
JRJ:jlo

cc: Chief Bouza ✓  
Mayor Fraser



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

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July 22, 1982

Dear Task Force Members:

Enclosed is a summary list of the topics and issues that were discussed at your meeting of July 20. A list of subcommittees and the membership of each subcommittee is also enclosed. For each subcommittee, I have enclosed a letter outlining the information enclosed that I agreed to supply to you.

At your meeting of July 20, you agreed to meet at the State Department of Human Rights in St. Paul on August 24 from 4:00 - 9:00 p.m. Each subcommittee will present a draft related to the particular topic it has analyzed and studied at the meeting.

Within the next few weeks I will prepare the minutes for your July meeting and discuss the agenda for your meeting of August 16 with Curman.

Sincerely,

A handwritten signature in dark ink, appearing to read "DK Vener", with a long horizontal flourish extending to the right.

Diane K. Vener  
Asst. to the Commissioner

DKV/edm  
enclosures





SUBCOMMITTEE ASSIGNMENTS

Minneapolis Internal Affairs Unit

Alberto Miera, Chair  
Irene Bethke  
Ray Presley

St. Paul Internal Affairs Unit

Curman Gaines, Chair  
Donna Folstad  
Ross Lundstrom

Minneapolis Police Training

Barbara Shin, Chair  
Irene Bethke  
Ray Presley

St. Paul Police Training

Donna Folstad, Chair  
Irene Bethke  
Ross Lundstrom

Use of Force - Minneapolis and St. Paul Departments

Curman Gaines, Chair  
Bob Dodor  
Alberto Miera

P.O.S.T. Board (Including affirmative hiring and retention)

Bob Dodor, Chair  
Irene Bethke  
Ross Lundstrom  
Ray Presley  
Barbara Shin

Minneapolis Police Advisory Council

Donna Folstad, Chair  
Irene Bethke

Important

St. Paul, Mn -

Inservice  
Training

TO: All Patrol Supervisors and Commanding Officers  
FROM: The Training Unit  
SUBJECT: Audio/Video Roll Call Training Program

### Introduction

On July 1, 1982, the Training Unit will implement a new Audio/Video Roll Call Training Program based on a publication by the International Association of Chiefs of Police entitled "The Training Key."

As the concept of vicarious liability has gained increasing acceptance and the number of civil suits against police officers continues to rise; an increasing number of supervisory personnel are being included in civil suits brought against their subordinates. One of the major premises, used by plaintiffs to include superior officers in these lawsuits, is based on the supervisor's responsibility for providing continuous training for their personnel.

This training "responsibility" is an accepted principle of supervision and is supported by Departmental policy. In the following excerpts, the Department Manual makes several specific references to the supervisor's training responsibility.

It is essential that the department personnel be properly trained. This is true not only at the entrance level . . . , but it is a continuous process throughout their careers.

The on-going training of working employees is the responsibility of their supervisors. Supervisors are expected to be familiar with the mechanics of the learning process and to routinely apply them in their supervisory tasks. (G.O. 193.15 pg. 37 & 39)

It is evident from this policy and the current thrust of civil liability that supervisory personnel must commit themselves to a continuous training program. By implementing the A/V Roll Call Training Program we can meet our training responsibility, reduce our liability through documentation, and also provide a valuable training aid for every police officer.

The A/V Roll Call Training Program, which is P.O.S.T. approved, will provide the additional credits necessary for every officer to meet his/her licensing requirements with minimal schedule interruption or manpower loss. The fact that our current inservice and firearms training programs do not supply a sufficient number of credits to fulfill officer licensing requirements, has compelled many officers to attend outside courses. This, at times, has caused a significant loss of manpower as well as scheduling problems.

The new A/V Roll Call Training Program will minimize problems caused by scheduling training by reducing our dependence on outside programs. While this program should not be construed in any way to discourage officers from participating in outside programs, it does provide an excellent alternative.

The responsibility for training can be addressed if the Training Unit and the supervisory personnel work together. While we intend to use the Training Keys as our primary reference source, we will also rely heavily on your expertise and recommendations to determine our training needs.

The remainder of this workbook will explain the Training Keys and the mechanics of the A/V Roll Call Training Program.

## THE TRAINING KEYS

The Training Keys are the nucleus around which the A/V Roll Call Training program will be built. Each Training Key is a folded handout containing six pages of information and discussion questions concerning a wide variety of topics that effect law enforcement. They are well-written, concise, and knowledgeable articles which seem particularly well suited to the needs of our program.

The Training Keys are published quarterly in sets of three by the International Association of Chief's of Police. If you examine the green manual provided with this workbook, you will see that thirteen volumes have been published containing twenty-four Training Keys in each. The Training Unit has subscribed to the program for the past two years, so we have a copy of the thirteenth volume for every officer on the Department. We will continue to subscribe to the program in the future, so officers can expect further volumes as our program expands. Unfortunately, due to the tremendous costs, it will be impossible and impractical to subscribe to the previous twelve volumes which are listed in the index. Upon request, however, we may reprint a particular Training Key listed in the index from our master files in the Training Unit.

At the present time, due to resource limitations, and because the information provided in some of the Training Keys is simply not well suited to an A/V format, we anticipate producing an A/V Roll Call Training program once every two months. This means that many of the Training Keys will not be used in our program. However, we strongly urge that your personnel be encouraged to read the entire volume for its informational value. It will provide a needed review of essential tasks and it should provide some new information which may assist your officers in the future.

One final note is essential. The Training Keys must be considered as a general resource material only. At no time, should they be considered as creating new Department policy or superceding the Department Manual. They were written with a generalist approach so they can be utilized by the entire law enforcement community. As such, the Training Keys are meant to be used as a training aid, and cannot be considered as Department policy.



## THE A/V ROLL CALL TRAINING PROGRAM

As previously stated, we anticipate producing one Roll Call Training program every two months beginning July 1, 1982. The program format will be divided into three parts; a thirty minute video tape presentation, followed by a short discussion period which will be moderated by the supervisor, and then concluded by a short quiz. The entire program should last approximately fifty minutes, although a longer discussion period is certainly possible, if manpower permits.

The subject material for the tapes will primarily be selected from 'The Training Keys' although we will also accept recommendations from supervisory personnel. Because 'The Training Keys' are general in approach, the program will expand the information provided and direct it to our department's specific needs and operations. This requires that every officer read the corresponding Training Key prior to the program. In order to facilitate this, we will announce the subject of the forthcoming program at the end of each tape. This will ensure that every officer has ample time to review the appropriate Training Key.

When the A/V Roll Call Training Tapes are distributed, they will include some paperwork which the supervisors must complete. They include:

1. Timesheets: It will be the supervisors or superior officers responsibility to ensure that every officer who participates in the program signs the timesheet with his/her initials and employee number so they can receive credit.
2. Quizzes: The superior officer or supervisor must ensure that each of his/her subordinates takes the quiz. They are necessary for two reasons: 1) to document the fact that the officer participates in the program for P.O.S.T., and 2) to serve notice to the officer that he is responsible for that information.
3. Handout Material: If supplemental material is provided, it will be the supervisor's responsibility to see that each of his/her personnel receives a copy.
4. Instructors Guide: For appropriate subject materials, we will include an instructor's reference guide which will cite specific reference sources from which the Training material was derived. This should help in answering any questions during this discussion period.

When the exams are completed and signed, they should be returned to the Training Unit for correcting. In order to receive credit, the officer must pass the quiz. The corrected copy of the exam will then be placed in each officers training file. The video tape and timesheet should be returned when every officer and supervisor in the sector or unit has completed the program.

If during the program any questions are raised which cannot be answered at the time, direct these questions in writing to the Training Unit. The Training Unit will find the answer or will contact the tape lecturer for a response. Depending on the quantity and type of questions received, we will respond to you in one of the following ways.

1. The lecturer will make an additional tape to answer the question, or
2. the answers will be sent out to you to be read at all the roll calls, or
3. we may send a specific response to the individual, if only a very few people have questions.

Should anyone miss an A/V Roll Call Training tape, for whatever reason(s), it will be the officer's responsibility to make up the training. This can be accomplished by rescheduling through his supervisor or by contacting the Training Unit directly to make the necessary arrangements. Any officer or supervisor who fails to comply with this program will be required to make up any additional credits on his/her own time at his/her own expense.

Training Tips: Prior to presenting each program to your officers, we recommend that every supervisor review the program in its entirety. This ensures that you are familiar with the material covered. Also, the Training Unit will be available to answer any questions that you may anticipate and are unsure about. This will provide for a smooth delivery on the subject and present you as a knowledgeable instructor.

While this program is entitled a Roll Call Training Program, it does not mean that you must conduct all your Training during Roll Call. Your officers can be divided into smaller groups, if manpower warrants, and they can be called in during slack periods, or at the end of their tour. This will give the program great flexibility. However, it must be stressed that whenever training takes place, it must be supervised.



### P.O.S.T. ACCREDITATION

The A/V Roll Call Training program is P.O.S.T. approved. In order to ensure that every program will be accredited, each program will be submitted to P.O.S.T. for prior approval before it is distributed.

As each program is designed for a fifty minute presentation, officers must complete each program to receive one credit hour. With six programs annually, this will result in six credits. When this is combined with our inservice training and firearms programs it will be sufficient to ensure that every officer will fulfill his licensing requirements of 48 credits without the need for extracurricular course work.

There has also been some discussion as to who will be participating in this program with regard to supervisory personnel. Due to the need of every officer to fulfill his licensing obligations, irrespective of his/her rank, it will be necessary for any supervisor or superior officer, who does not regularly participate in the Chief's staff/training meetings, to participate in this program. Failure to do so will be brought to the attention of the appropriate Deputy Chief and the need for additional credit hours will be your responsibility.

As budgets shrink and manpower becomes more limited, the Department's ability to free manpower for extracurricular courses will become sorely limited. This program, while still permitting such endeavors, will provide for the minimum interruption possible and still fulfill our training requirements. If everyone works together, the A/V Roll Call training program has great potential.

If you have any further questions regarding this program, please direct them to the Training Unit. Thank you.

Footnote: It should be further noted that the A/V Roll Call training program will have no effect on the current policies and procedures governing the issuance of informational tapes, Training Bulletins, or 'Here's The Story' curriculums.

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194. Coin Telephone Larceny
195. Suicide Investigation — Part I
196. Suicide Investigation — Part II
197. Records — Part I
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199. The Police Officer and the Non-Hostile Crowd
200. The Police Officer and the Hostile Crowd
201. Presenting Traffic Cases
202. Glass as Evidence
203. Evaluating Hazardous Material Emergencies
204. Handling Hazardous Material Emergencies
205. Public Transportation Patrol
206. Fencing Stolen Property
207. Child Abuse
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209. Crisis Intervention
210. Interviewing the Rape Victim
211. Inconspicuous Weapons
212. Operations of Professional Car Thieves
213. Auto Arson Detection
214. Accidental Deaths
215. Preventing Burglaries of Businesses
216. Come-Along Holds

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217. Ambush Attacks
218. Ambush Countermeasures
219. Postal Offenses
220. Fencing High-Value Property
221. Fatal Vehicle Accidents
222. Pedestrian Accidents
223. Criminal Intelligence
224. Interviewing the Child Sex Victim
225. Case Preparation
226. Physical Evidence: Paint, Tool Marks, and Soil
227. Questioned Documents
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## Burglary

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Fencing

## Burglary

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Prevent

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297. Police Conduct
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299. The Disciplinary Process: Internal Affairs Role
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In-service Training  
Fall 1981  
OCTOBER

	19	20	21	22	23
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800	JOB STRESS	MAJOR FREEWAY INCIDENTS	PRISONER CONTROL	DEALING WITH DEATH	PHYSICAL FIT- NESS PROGRAM AND EQUIPMENT
0900					
1000					
1100		↓			
		CIVIL LIABILITY FILMS			
1200	↓		↓	↓	↓
	←		LUNCH		→
1300			ASSAULTS	HANDLING HAZARDOUS MATERIALS	PHYSICAL FITNESS PRACTICAL
1400			CORONERS OFFICE	↓	
1500	↓	↓	↓	INTRO TO PHYSICAL FITNESS	↓

STATE OF MINNESOTA

*Office Memorandum*

DEPARTMENT

of Human Rights

TO :

Barbara Shin, Chair

Irene Bethke

Ray Presley

Members of the Subcommittee on Minneapolis

Police Training - Police/Community Relations Task  
Force

DATE: July 22, 1982

FROM :

Diane K. Vener

Asst. to the Commissioner

PHONE: 6-5676

SUBJECT:

Subcommittee on Minneapolis Police Training

Enclosed is a copy of the Minneapolis Police Department's Manual, Section 5 - 800 through 5 - 806 pertaining to training and the training academy.

If there is any additional information or help that you need in order to prepare your draft to meet the August 24 deadline, please contact me.

DKV/edm  
enclosures

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

5-300 TRAINING5-301 TRAINING ACADEMY

THE PURPOSE OF RECRUIT TRAINING IS TO HELP THE RECRUIT UNDERSTAND THE COMMUNITY, THE ROLE OF THE OFFICER, THE FUNCTION OF THE CRIMINAL JUSTICE SYSTEM, THE PROPER EXERCISE OF DISCRETION, AND THE PROCEDURES BY WHICH THE DEPARTMENT OPERATES.

RECRUIT TRAINING SHALL CONSIST OF APPROXIMATELY 680 HOURS (17 WEEKS) AND INCLUDE THE FOLLOWING AREAS:

- \*CRIMINAL LAW
- \*STATE AND FEDERAL JURISDICTION
- \*ADMINISTRATION OF JUSTICE
- \*PATROL FUNCTIONS AND TECHNIQUES
- \*TRAFFIC LAW ENFORCEMENT
- \*HUMAN BEHAVIOR
- \*CRIMINAL INVESTIGATION
- \*REPORT WRITING
- \*FIRST AID
- \*PHYSICAL TRAINING AND SKILLS
- \*CRIME PREVENTION

THE COURSE IS A MINIMUM STANDARD OF TRAINING AND DOES NOT IN ANY WAY PROHIBIT THE TERMINATION OF EMPLOYMENT DUE TO UNSATISFACTORY SERVICE DURING THE PROBATIONARY PERIOD, OR DUE TO VIOLATION OF THE RULES AND REGULATIONS OF THE MINNEAPOLIS POLICE DEPARTMENT, THE RULES AND REGULATIONS OF THE TRAINING DIVISION, THE RULES AND REGULATIONS OF THE MINNEAPOLIS CIVIL SERVICE, THE LAWS OF THE STATE OF MINNESOTA, AND THE LAWS OF THE UNITED STATES.

5-301.1 TRAINING ACADEMY - REQUIREMENTS

EACH RECRUIT SHALL MAINTAIN A NOTEBOOK WITH TYPED NOTES OF THE LECTURERS' PRESENTATIONS, MATERIALS HANDED OUT, AND HOME AND CLASS WORK ASSIGNMENTS. THIS NOTEBOOK SHALL BE SUBMITTED UPON DEMAND OF THE CAPTAIN OF PERSONNEL AND TRAINING FOR EVALUATION.

ASSEMBLING OF EXAMINATION MATERIAL, GIVING AND SUPERVISION OF EXAMINATIONS, AND REVIEW OF EXAMINATION PAPERS SHALL BE THE RESPONSIBILITY OF THE TRAINING CAPTAIN.

AN AVERAGE OF LESS THAN 70% ON ANY TWO WEEKLY EXAMINATIONS MAY BE CAUSE FOR TERMINATION OF EMPLOYMENT. RECRUITS MUST ATTAIN A MINIMUM SCORE OF 70% IN BOTH THE FIRST AID TEST AND IN FIREARMS TRAINING. FAILURE TO DO SO IS CAUSE FOR TERMINATION OF EMPLOYMENT. THESE NUMERICAL SCORES ARE NOT COMPUTED IN THE SCHOLASTIC GRADE AVERAGE.

THE MINIMUM OF TRAINING FOR WHICH A DIPLOMA WILL BE GRANTED WILL BE IN ACCORDANCE WITH THE MINNESOTA STATE TRAINING BOARD STANDARDS FOR POLICE OFFICERS.

EACH RECRUIT MUST ATTEND ALL COURSE SESSIONS. ABSENCE FOR MORE THAN ONE DAY OF ANY COURSE SHALL BE MADE UP TO THE SATISFACTION OF THE CAPTAIN OF TRAINING.

DURING TRAINING, RECRUITS ARE NOT PERMITTED TO ENGAGE IN ANY OFF-DUTY EMPLOYMENT AS INDICATED IN 5-302.

ABSENTEEISM FROM CLASS FOR ANY REASON OTHER THAN ILLNESS OR FOR AN EMERGENCY WILL NOT BE AUTHORIZED. ILLNESS OR EMERGENCY-RELATED ABSENTEEISM WILL BE TAKEN AS A DAY OFF WITHOUT PAY.

RECRUITS MUST BE PHYSICALLY CAPABLE OF COMPLETE PARTICIPATION IN ALL COURSE ACTIVITIES. A RECRUIT UNABLE TO PHYSICALLY PARTICIPATE IN ALL ASPECTS OF THE COURSE IS NOT DEEMED TO HAVE SATISFACTORILY COMPLETED THE COURSE AND SHALL HAVE HIS EMPLOYMENT TERMINATED.

ALL RECRUITS ENROLLED IN THE TRAINING ACADEMY SHALL BE SUBJECT TO THE RULES AND REGULATIONS OF THE ACADEMY AND THE RULES AND REGULATIONS OF THE MINNEAPOLIS POLICE DEPARTMENT.

NOTEBOOKS AND MATERIALS DISTRIBUTED TO A RECRUIT SHALL REMAIN THE PROPERTY OF THE TRAINING DIVISION UNTIL SATISFACTORY COMPLETION OF THE COURSE.

RECRUITS MUST COMPLETE THE TRAINING COURSE DURING THE SESSION THEY START. IF THEY FAIL TO DO SO, THEY WILL BE TERMINATED FROM EMPLOYMENT IN ACCORDANCE WITH MINNEAPOLIS CIVIL SERVICE PROCEDURES.

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

THE CAPTAIN OF PERSONNEL AND TRAINING SHALL ISSUE CERTIFICATES OF GRADUATION AFTER COMPLIANCE WITH THE PROVISIONS OF THE BASIC COURSE OF INSTRUCTION FOR THE CITY OF MINNEAPOLIS.

5-801.2 TRAINING ACADEMY - CLASS RULES

RECRUIT CLASSES SHALL BEGIN AT 0745 HOURS AND SHALL RUN UNTIL APPROXIMATELY 1700 HOURS, MONDAY THROUGH FRIDAY. ONE HOUR SHALL BE GIVEN FOR LUNCH. SATURDAY AND EVENING EXERCISES MAY BE SCHEDULED DURING THE TRAINING COURSE AND ATTENDANCE IS MANDATORY.

THE 15 MINUTE PERIOD, FROM 0745 TO 0800, WILL USUALLY BE USED AS ADMINISTRATIVE TIME DURING WHICH ROLL WILL BE TAKEN AND INSPECTIONS HELD. UNTIL UNIFORMS ARE PURCHASED, RECRUITS MAY DRESS CASUALLY AND ACCORDING TO WEATHER CONDITIONS. AT ALL TIMES RECRUITS' APPEARANCE MUST BE NEAT AND CLEAN.

AT EXACTLY 0745 EACH MORNING THE CLASS WILL BE IN FORMATION AND READY FOR ROLL CALL AND INSPECTION. AFTER ROLL CALL AND ADMINISTRATIVE DETAILS, THE CLASS WILL BE FREE UNTIL 0800.

CLASSES WILL RUN FOR 50 MINUTES WITH A TEN MINUTE BREAK. THE RECRUIT SHALL BE BACK IN HIS SEAT AND READY TO PROCEED WITH CLASSES AT THE END OF THE TEN MINUTE BREAK PERIOD. THERE WILL BE NO NEWSPAPERS OR OUTSIDE READING MATERIAL ON THE TABLES DURING CLASS. EACH PERSON WILL BE RESPONSIBLE FOR KEEPING HIS OWN AREA CLEAN AND FREE OF UNNECESSARY ARTICLES. SMOKING, EATING, AND DRINKING OF COFFEE OR SOFT DRINKS IS NOT PERMITTED DURING CLASS PERIODS, AND WILL BE RESTRICTED TO THE TEN MINUTE BREAK. SMOKING WILL BE ALLOWED IN THE HALLS AND LAVATORY AREA ONLY.

5-802 FIREARMS - RECRUITS

DURING THE TRAINING COURSE THERE WILL BE NO FIREARMS BROUGHT TO CLASS. THE ONLY EXCEPTION TO THIS WILL BE DURING THE RANGE QUALIFICATION PERIODS.

5-803 RECRUIT UNIFORMS

UNIFORMS SHALL BE WORN THE SECOND WEEK OF RECRUIT TRAINING. THE UNIFORM WILL CONSIST OF A SHIRT, NECKTIE IN WINTER, TROUSERS, SOCKS, SHOES, AND A BASEBALL CAP. THE POLICE HAT AND JACKET WILL NOT BE WORN. A HIGH STANDARD OF APPEARANCE SHALL BE REQUIRED IN THE SCHOOL. SHOES WILL BE SHINED EVERY DAY, TROUSERS WILL BE CLEAN AND PRESSED, AND SHIRTS ARE TO BE CLEAN AND WELL-PRESSED WITH MILITARY CREASES.

5-804 FIREARMS QUALIFICATION

ALL SWORN PERSONNEL WILL QUALIFY THREE TIMES A YEAR AS SCHEDULED BY THE RANGEMASTER. THE GUN USED FOR QUALIFICATION MUST BE ONE REGULARLY CARRIED ON DUTY AND MUST BE CHAMBERED FOR .38 SPECIAL AMMUNITION.

THE RANGEMASTER WILL SUBMIT TO ALL DIVISION COMMANDERS A RANGE FIRING SCHEDULE AT LEAST 15 DAYS PRIOR TO SCHEDULED MONTH. THIS FORM WILL INDICATE THE DATE, DAY OF THE WEEK, TIME, ASSIGNMENTS PER SESSION, AND THE RANGE TO BE USED.

DIVISION COMMANDERS WILL ASSIGN PERSONNEL TO FILL THE AVAILABLE TIME SLOTS. NAMES OF PERSONNEL ASSIGNED NEED NOT BE SUBMITTED TO THE RANGEMASTER IN ADVANCE OF THE DATE OF ASSIGNMENT.

PERSONNEL FAILING TO QUALIFY WILL BE REQUIRED TO TAKE SPECIAL TRAINING.



## MINNEAPOLIS POLICE DEPARTMENT MANUAL

5-805 RANGE RULES - INDOOR AND  
OUTDOOR FACILITIES

THE FOLLOWING RULES WILL BE ADHERED  
TO BY ALL PERSONNEL USING THE INDOOR AND OUTDOOR  
RANGE FACILITIES:

- \*WEAPONS WILL BE CASED OR HOLSTERED  
AT ALL TIMES.
- \*HANDLING OF WEAPONS WILL BE ON COMMAND  
OR BY PERMISSION OF RANGE PERSONNEL  
ONLY.
- \*NO HANDLING OF WEAPONS WILL BE PER-  
MITTED WHILE PERSONS ARE DOWN RANGE.
- \*POSSESSION AND/OR CONSUMPTION OF  
LIQUOR OR DRUGS IS FORBIDDEN EITHER  
PRIOR TO OR WHILE AT THE RANGE.
- \*VIOLATIONS WILL RESULT IN THE REMOVAL  
OF ANY VIOLATOR FROM THE RANGE.

5-806 SPECIALIZED TRAINING

AUTHORIZATION FOR SPECIALIZED TRAINING  
(SCHOOLS, SEMINARS, AND WORKSHOPS) MUST BE  
OBTAINED THROUGH THE PERSONNEL AND TRAINING  
DIVISION.

A LETTER OF ENDORSEMENT FROM THE  
EMPLOYEE'S COMMANDING OFFICER OR A LETTER FROM  
THE EMPLOYEE AND ENDORSED BY HIS COMMANDER MUST  
BE FORWARDED TO THE PERSONNEL AND TRAINING  
DIVISION. THIS LETTER SHOULD STATE THE EMPLOYEE'S  
PURPOSE IN ATTENDING AND INDICATE WHAT FUTURE  
APPLICATION MAY BE MADE FROM THE TRAINING  
RECEIVED.

A REVIEW OF THE REQUESTED TRAINING WILL  
BE MADE BY THE PERSONNEL AND TRAINING DIVISION  
AND THEIR RECOMMENDATION, ALONG WITH THE REQUEST  
AND ENDORSEMENT, SHALL BE FORWARDED TO THE POLICE  
ADMINISTRATION. THE POLICE ADMINISTRATION WILL  
APPROVE OR REJECT THE REQUEST AND RETURN THE  
CORRESPONDENCE TO THE PERSONNEL AND TRAINING  
DIVISION.

UPON APPROVAL BY THE ADMINISTRATION, THE  
PERSONNEL AND TRAINING DIVISION SHALL:

- \*DRAFT A PERSONNEL ORDER AUTHORIZING THE  
EMPLOYEE TO ATTEND.
- \*SEND A LETTER OF CONFIRMATION TO THE  
REQUESTED SCHOOL OR SEMINAR. COPIES OF  
THIS LETTER WILL BE FORWARDED TO THE  
APPROPRIATE DEPUTY CHIEF AND THE EMPLOYEE'S  
DIVISION COMMANDER.
- \*ATTACH, WHEN APPLICABLE, PROCEDURES FOR  
TRAVEL AND EXPENSES TO THE EMPLOYEE'S  
COPY OF THE CONFIRMATION.

WITHIN FIVE DAYS AFTER COMPLETING THE  
COURSE, THE EMPLOYEE SHALL DRAFT A CRITIQUE TO  
INCLUDE:

- \*SCHOOL CURRICULUM AND ASSESSMENT OF CONTENT  
AND INSTRUCTORS.
- \*SUGGESTED METHOD FOR DISSEMINATING KNOWLEDGE  
GAINED TO OTHER DEPARTMENT MEMBERS.
- \*RECOMMENDATIONS FOR OR AGAINST FUTURE  
ATTENDANCE BY OTHER PERSONNEL.

PROPER CREDIT FOR THE SCHOOL OR SEMINAR  
WILL BE ENTERED IN THE EMPLOYEE'S PERSONNEL FOLDER  
UPON RECEIPT OF THE REQUIRED CRITIQUE BY THE PER-  
SONNEL AND TRAINING DIVISION. (ALSO SEE 4-506 & 507)

*Chief of  
Police must be involved  
in the use of force policy  
and must be enforced by  
the chief of police.*

*audio visual in use of  
force.*

## Office Memorandum

DEPARTMENT of Human Rights

TO : Alberto Miera, Chair  
✓ Irene Bethke  
Ray Presley  
Members of the Subcommittee on Minneapolis  
Internal Affairs Unit - Police/Community Relations  
Task Force

FROM : Diane K. Vener  
Asst. to the Commissioner *[Signature]*

SUBJECT: Subcommittee on Minneapolis Internal Affairs Unit

DATE: July 22, 1982

PHONE: 6-5676

Enclosed are the following sections of the Minneapolis Police  
Department's Manual:

4 - 400 through 4 - 411 Internal Affairs Division  
4 - 100 through 4 - 106 Code of Conduct

If there is any additional information or help that you need in  
order to prepare your draft to meet the August 24 deadline,  
please contact me.

DKV/edm  
enclosure



## MINNEAPOLIS POLICE DEPARTMENT MANUAL

4-312 DIRECTION OF SUBORDINATES

A SUPERIOR OFFICER SHALL EXERCISE CONTROL OVER HIS SUBORDINATES NECESSARY TO THE ACCOMPLISHMENT OF DEPARTMENT OBJECTIVES. HE SHALL EVALUATE THE PERSONALITY, TEMPERAMENT, TRAITS, AND CAPABILITIES OF EACH SUBORDINATE IN ORDER TO REALIZE FROM EVERY EMPLOYEE HIS MAXIMUM DEGREE OF SERVICE COMMENSURATE WITH HIS ABILITIES AND LIMITATIONS, AND SHALL BE RESPONSIBLE FOR APPRAISAL AND ANALYSIS OF WORK ACCOMPLISHMENT FOR THOSE WITHIN THE SCOPE OF HIS CONTROL.

4-313 TRAINING OF SUBORDINATES

TRAINING SHALL BE CONSIDERED THE PROCESS OF AIDING EMPLOYEES TO GAIN EFFECTIVENESS IN THEIR PRESENT OR FUTURE ASSIGNMENTS THROUGH THE DEVELOPMENT OF APPROPRIATE HABITS OF THOUGHT, ACTION, SKILL, KNOWLEDGE, AND ATTITUDE. CONTINUING ANALYSIS OF TRAINING NEEDS AND IN-SERVICE TRAINING IS THE RESPONSIBILITY OF EVERY SUPERIOR OFFICER.

A SUPERIOR OFFICER SHALL FAMILIARIZE HIMSELF WITH THE CONTENTS OF THE DEPARTMENT MANUAL, PROCEDURAL ORDERS AND INSTRUCTIONS, DIRECTIVES, TELETYPES, AND POLICE BULLETINS, AND SHALL DISSEMINATE SUCH INFORMATION TO HIS SUBORDINATES.

4-314 DISCIPLINARY ACTION

SUPERIOR OFFICERS ARE RESPONSIBLE FOR THE EFFICIENCY, DISCIPLINE, AND MORALE OF ALL MEMBERS WITHIN THEIR SPECIFIC AREAS OF RESPONSIBILITY. THEY SHALL INVESTIGATE ALL COMPLAINTS BY CITIZENS AND REPORTS BY MEMBERS OF THE DEPARTMENT ALLEGING MISCONDUCT, INCOMPETENCY, NEGLECT OF

DUTY, OR ANY VIOLATION OF DEPARTMENT RULES ON THE PART OF ANY ASSIGNED SUBORDINATE IN ACCORDANCE WITH DEPARTMENT PROCEDURES.

4-315 PERFORMANCE EVALUATION

A RANKING OFFICER SHALL BE RESPONSIBLE FOR THE APPRAISAL AND ANALYSIS OF THE WORK ACCOMPLISHMENT OF SUBORDINATES COMING WITHIN THE SCOPE OF HIS SUPERVISION. EVALUATION SHALL BE BASED ON CONTINUOUS OBSERVATION AND INSPECTION AND SHALL CONSIDER PERSONAL TRAITS AS WELL AS DUTY REQUIREMENTS.

4-400 INTERNAL AFFAIRS DIVISION4-401 RESPONSIBILITIES

THE INTERNAL AFFAIRS DIVISION SHALL INVESTIGATE INCIDENTS OF EMPLOYEE CONDUCT WHICH MAY VIOLATE THE ORDERS, RULES, AND REGULATIONS OF THE MINNEAPOLIS POLICE DEPARTMENT, MINNEAPOLIS CITY ORDINANCES, LAWS OF THE STATE OF MINNESOTA AND THE UNITED STATES. THEY SHALL PROVIDE A PROCEDURE FOR ACCEPTING A FORMAL COMPLAINT BY THOSE PERSONS WHO FEEL THE SERVICE, ACTION, OR INACTION OF AN EMPLOYEE OF THE MINNEAPOLIS POLICE DEPARTMENT HAS BEEN UNSATISFACTORY. THE INTERNAL AFFAIRS DIVISION SHALL ALSO CONDUCT PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS OF PROSPECTIVE EMPLOYEES.

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

4-402 METHODS OF REPORTING

A PERSON MAY MAKE A COMPLAINT IN PERSON, BY LETTER, OR BY TELEPHONE TO ANY OFFICER OF ANY DIVISION, UNIT, OR PRECINCT. COMPLAINTS RECEIVED BY NON-RANKING PERSONNEL WILL BE REFERRED IMMEDIATELY TO A SUPERIOR OFFICER. A PERSON MAY ALSO COMPLAIN DIRECTLY TO THE INTERNAL AFFAIRS DIVISION OF THE MINNEAPOLIS POLICE DEPARTMENT.

4-403 COMPLAINTS RECEIVED BY A DIVISION, UNIT, OR PRECINCT

\*WHEN A MINOR NON-CRIMINAL COMPLAINT CANNOT BE RESOLVED TO THE SATISFACTION OF THE COMPLAINANT AT THE TIME OF RECEIPT, AN INTERNAL AFFAIRS COMPLAINT FORM (FORM 6020) WILL BE COMPLETED.

\*COMPLETED COMPLAINT FORMS WITH A SUPPLEMENTARY REPORT OF THE OFFICER'S OBSERVATIONS AND/OR ACTION TAKEN WILL THEN BE SUBMITTED TO THE INTERNAL AFFAIRS DIVISION.

\*WHEN CRIMINAL CONDUCT IS ALLEGED, AN OFFENSE REPORT (FORM 6001) WILL ALSO BE COMPLETED. NAMES OF THE ACCUSED OFFICERS WILL NOT APPEAR IN THE OFFENSE REPORT. THE OFFENSE REPORT WILL RECEIVE STANDARD DISTRIBUTION, EXCEPT THE YELLOW AND PINK COPIES WILL BE FORWARDED TO THE INTERNAL AFFAIRS DIVISION.

4-404 COMPLAINTS RECEIVED BY THE INTERNAL AFFAIRS DIVISION

\*COMPLAINTS OF A CRIMINAL NATURE WILL BE INVESTIGATED BY THE INTERNAL AFFAIRS DIVISION UTILIZING THE ASSISTANCE OF THE SPECIFIC INVESTIGATIVE DIVISION REGULARLY ASSIGNED TO THE OFFENSE IF NECESSARY.

\*COMPLAINTS OF A NON-CRIMINAL NATURE MAY BE INVESTIGATED BY THE INTERNAL AFFAIRS DIVISION OR, IF MINOR IN NATURE, MAY BE REFERRED TO THE CONCERNED EMPLOYEE'S DIVISION, UNIT, OR PRECINCT COMMANDER FOR INVESTIGATION.

\*WHEN THE INTERNAL AFFAIRS DIVISION BECOMES AWARE OF COMPLAINTS MADE TO OTHER AGENCIES, THEY WILL INVESTIGATE THE MATTER BY CONTACTING THE OTHER AGENCY AND REQUESTING THE INFORMATION.

\*IF AN INVESTIGATION OF A POLICE DEPARTMENT EMPLOYEE IS BEING CONDUCTED BY ANOTHER LAW ENFORCEMENT AGENCY, THE INTERNAL AFFAIRS DIVISION WILL MAINTAIN A LIAISON WITH THAT AGENCY.

4-405 EMPLOYEE NOTIFICATION AND CONDUCT OF THE INVESTIGATION

\*WHEN AN INVESTIGATION IS BEING CONDUCTED BY THE INTERNAL AFFAIRS DIVISION OR AN INVESTIGATION IS KNOWN TO BE PROCEEDING THROUGH SOME OTHER AGENCY, THE CONCERNED EMPLOYEE AND THE EMPLOYEE'S COMMANDING OFFICER WILL BE NOTIFIED AND GIVEN THE IDENTITY OF THE ACCUSER. THIS NOTIFICATION AND THE NATURE OF THE COMPLAINT WILL BE MADE AS SOON AS POSSIBLE, EXCEPT IN INSTANCES WHERE IT WOULD BE DETRIMENTAL TO THE CASE. DETAILS OF THE INVESTIGATION NEED NOT BE MADE AVAILABLE.

\*THE DIVISION, UNIT, OR PRECINCT COMMANDER, OR THE RANKING OFFICER IN THE COMMANDING OFFICER'S ABSENCE, WILL BE RESPONSIBLE FOR THE INVESTIGATION OF ANY COMPLAINT WHICH IS REFERRED TO THE DIVISION, UNIT, OR PRECINCT. AN EMPLOYEE WHO IS A PARTY TO A COMPLAINT WILL NOT BE ASSIGNED TO THE INVESTIGATION OF SAID COMPLAINT.

THE INVESTIGATION WILL INCLUDE THE FOLLOWING:

\*ALL COMPLAINTS AND WITNESSES WILL BE CONTACTED AS SOON AS POSSIBLE ASSURING THAT SUCH COMPLAINANTS AND WITNESSES ARE NOT UNDULY INCONVENIENCED. IF REPEATED EFFORTS TO CONTACT THE COMPLAINANT OR WITNESSES ARE UNSUCCESSFUL, THE INVESTIGATOR WILL PREPARE AND SEND A FORM LETTER TO THE PERSON REQUESTING THAT HE CONTACT THE INVESTIGATOR AS SOON AS POSSIBLE. IN ALL INSTANCES, THE INVESTIGATOR WILL RECORD EACH DATE AND TIME HE OR ANY EMPLOYEE ASSIGNED TO ASSIST IN THE INVESTIGATION ATTEMPTED TO CONTACT THE COMPLAINANT OR WITNESS AND THE METHOD OF COMMUNICATION USED. SUCH INFORMATION WILL BE INCLUDED IN THE INVESTIGATOR'S SUPPLEMENTARY REPORT.

\*WRITTEN SIGNED STATEMENTS WILL BE TAKEN FROM COMPLAINANTS AND WITNESSES WHEN SUCH STATEMENTS ARE NECESSARY IN REACHING A SOUND CONCLUSION.

\*THE INVESTIGATOR WILL INTERVIEW THE ACCUSED EMPLOYEE AND OTHER DEPARTMENT EMPLOYEES WHO HAVE KNOWLEDGE OF THE ALLEGED MISCONDUCT, TAKING STATEMENTS AS NECESSARY. JOINT STATEMENTS OR REPORTS WILL NOT BE SUBMITTED OR ACCEPTED. COOPERATION BY THE ACCUSED EMPLOYEE AND OTHER DEPARTMENT EMPLOYEES IS REQUIRED. HOWEVER, THE CONSTITUTIONAL RIGHTS OF THE ACCUSED WILL NOT BE ABRIDGED.

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

\*IF THE ALLEGED ACT IS A CRIME AND THE EVIDENCE SUPPORTS THE ALLEGATION, THE INVESTIGATOR WILL EXPLAIN THE CIRCUMSTANCES TO THE ACCUSED EMPLOYEE'S COMMANDING OFFICER AND THE RANKING ON-DUTY MEMBER OF THE POLICE ADMINISTRATION IMMEDIATELY. THE CHIEF OF POLICE WILL BE NOTIFIED AS SOON AS POSSIBLE.

4-406 METHODS OF REPORTING INVESTIGATIVE FINDINGS

ALL INVESTIGATIVE PROCEDURES FOLLOWED TO RESOLVE THE TOTAL ISSUE WILL BE RECORDED IN DETAILED NARRATIVE FORM ON A SUPPLEMENTARY REPORT. COPIES OF ALL DOCUMENTS WILL BE ATTACHED.

4-407 FINDINGS

A COMPLETED CASE WILL BE REFERRED TO THE POLICE ADMINISTRATION THROUGH THE DEPUTY CHIEF OF INVESTIGATION. AFTER REVIEWAL, ONE OF THE FOLLOWING FINDINGS WILL BE MADE:

\*SUSTAINED - THE ALLEGATION IS SUPPORTED BY SUFFICIENT EVIDENCE TO INDICATE PROBABLE CAUSE THAT IT IS TRUE. SUCH FINDING MUST INCLUDE THE RULE OR ORDER NUMBER VIOLATED, THE CONTEXT OF THE RULE OR ORDER AND HOW THE RULE OR ORDER WAS VIOLATED.

ANY FINDING ON THE ORIGINAL ALLEGATION WILL NOT PRECLUDE THE FINDING OF SUSTAINED ON OTHER VIOLATIONS UNCOVERED BY THE INVESTIGATION.

A FINDING OF SUSTAINED WILL BE SUBJECT TO REVIEWAL IN ACCORDANCE WITH EXISTING DISCIPLINARY PROCEDURES.

\*NOT SUSTAINED - THERE IS INSUFFICIENT EVIDENCE TO EITHER PROVE OR DISPROVE THE ALLEGATION.

\*EXONERATED - THE INCIDENT DID OCCUR BUT WAS LAWFUL AND PROPER.

\*UNFOUNDED - THE ALLEGATION IS FALSE.

THE FINDINGS ON A COMPLAINT WILL BE SEPARATED ACCORDING TO THE NATURE OF THE ALLEGATION; FOR EXAMPLE:

\*FIRST ALLEGATION - DISCOURTESY; SUSTAINED, ACTION TAKEN.

\*SECOND ALLEGATION - EXCESSIVE FORCE; EXONERATED.

\*THIRD ALLEGATION - THEFT OF PROPERTY; UNFOUNDED.

4-408 RECORDS

\*THE INTERNAL AFFAIRS DIVISION FILE WILL CONTAIN A COMPLETE COPY OF ALL FORMAL COMPLAINTS INVESTIGATED BY THE MINNEAPOLIS POLICE DEPARTMENT. DIVISION, UNIT, OR PRECINCT COMMANDERS WILL BE RESPONSIBLE FOR RETURNING TO THE INTERNAL AFFAIRS DIVISION ALL COPIES OF ANY COMPLETED CASE AND A RECORD OF ANY CORRECTIVE ACTION TAKEN IMMEDIATELY UPON COMPLETION OF THE INVESTIGATION.

\*A RECORD OF ALL DISCIPLINE ADMINISTERED TO AN EMPLOYEE THAT INVOLVES ACTION GREATER THAN AN ORAL REPRIMAND WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE.

\*ANY AND ALL RECORDS, CASES, AND FILES WILL BE MAINTAINED IN ACCORDANCE WITH EXISTING STATE AND FEDERAL LAWS WHERE APPLICABLE. A COMPLETE CASE FILE WILL BE MAINTAINED WHENEVER LITIGATION IS PENDING CONCERNING THE SPECIFIC CASE.

\*ACCESS TO RECORDS OF THE INTERNAL AFFAIRS DIVISION IS RESTRICTED TO SWORN PERSONNEL ASSIGNED TO THAT UNIT. ACCESS BY OTHERS IS PERMISSIBLE WITH THE APPROVAL OF THE CHIEF OF POLICE.

4-409 REVIEWAL OF FINDINGS WITH THE ACCUSED EMPLOYEE AND COMPLAINANT

\*WHEN THE CASE HAS BEEN REVIEWED AND ANY DISCIPLINARY ACTION IS COMPLETED BY THE POLICE ADMINISTRATION, THE FILE WILL BE REFERRED TO THE INTERNAL AFFAIRS DIVISION ALONG WITH THE FINDINGS.

\*THE IAD WILL RECORD THE FINDINGS AND FORWARD A RESUME OF THE CASE TO THE EMPLOYEE'S COMMANDING OFFICER.

\*THE COMMANDING OFFICER AND/OR RANKING OFFICER OF THE ACCUSED EMPLOYEE WILL NOTIFY THE EMPLOYEE OF THE FINDINGS. IF THE COMMANDING OFFICER OR THE EMPLOYEE WISH TO REVIEW THE CASE, THEY SHALL DO SO BY APPOINTMENT WITH THE INTERNAL AFFAIRS DIVISION IN THE IAD OFFICE. DETAILS OF THE CASE MAY BE DISCUSSED. HOWEVER, THE IDENTITY OF WITNESSES AND/OR INFORMANTS WHO DO NOT WISH TO BE KNOWN WILL NOT BE REVEALED.

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

\*WHENEVER POSSIBLE, THE COMPLAINANT WILL BE NOTIFIED OF THE FINDINGS IN PERSON AT HIS PLACE OF BUSINESS OR RESIDENCE BY THE COMMANDING OFFICER OR SUPERIOR OFFICER OF THE ACCUSED.

\*WHEN PERSONAL CONTACT WITH THE COMPLAINANT IS NOT POSSIBLE, THE EMPLOYEE'S COMMANDING OFFICER OR DIRECT SUPERIOR OFFICER WILL CONTACT THE COMPLAINANT BY TELEPHONE.

\*THE OFFICER MAKING THE NOTIFICATION WILL FORWARD A SUPPLEMENTARY REPORT TO THE INTERNAL AFFAIRS DIVISION GIVING THE TIME AND PLACE OF NOTIFICATION, ANY ADDITIONAL EFFORTS MADE TO FURTHER RESOLVE THE MATTER, AND THE COMPLAINANT'S REACTIONS. IN INSTANCES OF PERSONAL OR TELEPHONE CONTACT WITH THE COMPLAINANT, NO CASE MAY BE CLOSED UNTIL THE SUPPLEMENTARY REPORT IS RECEIVED BY THE INTERNAL AFFAIRS DIVISION.

\*IF CONTACT CANNOT BE MADE EITHER IN PERSON OR BY TELEPHONE, THE CONCERNED EMPLOYEE'S COMMANDING OFFICER WILL CAUSE A LETTER TO BE SENT TO THE COMPLAINANT. THIS LETTER WILL INDICATE WHAT EFFORTS WERE MADE TO CONTACT THE COMPLAINANT IN PERSON, OUTLINE THE FINDINGS OF THE INVESTIGATION, AND OFFER ANY OTHER ASSISTANCE WHICH MAY FURTHER RESOLVE THE MATTER. A COPY OF THIS LETTER WILL BE FORWARDED TO THE INTERNAL AFFAIRS DIVISION IN LIEU OF A SUPPLEMENTARY REPORT.

4-410 REVIEWAL BY THE CITY OR COUNTY ATTORNEY

\*THE CITY ATTORNEY'S OFFICE WILL RECEIVE A COPY OF THE COMPLETED CASE AS SOON AS POSSIBLE AFTER INVESTIGATION HAS BEEN COMPLETED AND REVIEWED BY THE POLICE ADMINISTRATION.

\*ON CRIMINAL MATTERS WHERE A FELONY IS ALLEGED OR WHERE THE EVIDENCE INDICATES ONE COULD HAVE OCCURRED, THE COMPLETED CASE WILL BE REVIEWED BY THE COUNTY ATTORNEY'S OFFICE.

\*ON CRIMINAL MATTERS ALLEGING A MISDEMEANOR, OR WHERE EVIDENCE INDICATES ONE COULD HAVE OCCURRED, THE COMPLETED CASE WILL BE SUBMITTED TO THE CITY ATTORNEY'S OFFICE FOR REVIEWAL.

\*CASES REVIEWED BY THE COUNTY ATTORNEY WHERE PROSECUTION IS DECLINED AND A RECOMMENDATION IS MADE THAT THE MATTER BE CONSIDERED FOR MISDEMEANOR CHARGES WILL ALSO BE SUBMITTED TO THE CITY ATTORNEY'S OFFICE.

\*CASES REVIEWED BY THE CITY OR COUNTY ATTORNEY'S OFFICES ARE RETURNED WITHIN 14 DAYS.

4-411 DIRECTIONS FOR USE OF FORM 6020

\*A SUPPLY OF FORM 6020 WILL BE MAINTAINED AT ALL DIVISIONS, UNITS, AND PRECINCTS.

\*THE FORM WILL BE FILLED OUT IN TRIPLICATE BY ANY OFFICER TAKING A FORMAL COMPLAINT.

\*THE "ALLEGATIONS" SECTION WILL CONTAIN A BRIEF DESCRIPTION OF THE COMPLAINT.

\*THE COMPLAINANT WILL BE ASKED TO READ AND SIGN THE COMPLETED FORM IF THE COMPLAINT IS MADE IN PERSON.

\*TWO COPIES WILL BE FORWARDED TO THE INTERNAL AFFAIRS DIVISION AS SOON AS POSSIBLE FOR PROCESSING.

\*ONE COPY SHALL BE RETAINED BY PRECINCT, DIVISION, OR UNIT COMMANDER.

4-500 THE DEPARTMENT BUDGET4-501 DEPARTMENT BUDGET - ADMINISTRATIVE RESPONSIBILITIES

DEPARTMENT ADMINISTRATION AND DESIGNATED STAFF WILL BE RESPONSIBLE FOR THE DEVELOPMENT AND IMPLEMENTATION OF AN ANNUAL DEPARTMENT BUDGET PROCESS.

4-502 DEPARTMENT BUDGET - RESPONSIBILITY OF COMMANDING OFFICERS/SUPERVISORY PERSONNEL

COMMANDING OFFICERS, SUPERIOR OFFICERS, AND CIVILIAN SUPERVISORY PERSONNEL WILL PARTICIPATE IN THE ANNUAL DEPARTMENT BUDGET PROCESS AS DIRECTED BY DEPARTMENT ADMINISTRATION. ANNUAL DEPARTMENT BUDGET PROCESS INFORMATION SHALL BE PUBLISHED AND ISSUED TO AFFECTED PERSONNEL AND WILL INCLUDE A GENERAL STATEMENT OF THE FISCAL POLICY AND ANY OTHER INFORMATION NECESSARY FOR PROPER EXECUTION OF BUDGET ACTIVITIES FOR THE FORTHCOMING YEAR.

AFFECTED DEPARTMENT PERSONNEL DESIRING ADDITIONAL PROCEDURAL INFORMATION MAY CONTACT THE DEPUTY CHIEF OF SERVICES OR DESIGNATED STAFF.



## VOLUME IV - MANAGEMENT RULES AND PROCEDURES

4-100 CODE OF CONDUCT4-101 VIOLATIONS - GENERAL RULES OF CONDUCT

EVERY MEMBER OF THE DEPARTMENT WHO SHALL BE FOUND GUILTY OF ANY VIOLATION OF THE CODE OF CONDUCT OF THE DEPARTMENT NOW IN FORCE OR THAT MAY HEREAFTER BE ISSUED MAY BE SUSPENDED FOR A PERIOD OF UP TO THIRTY DAYS OR REDUCED IN RANK FOR A PERIOD OF UP TO NINETY DAYS AT THE DISCRETION OF THE CHIEF OF POLICE.

THE CHIEF IS ALSO GIVEN THE POWER IN CHAPTER 19, SECTION 7J OF THE CITY CHARTER AND RULE 10 OF THE RULES OF THE CIVIL SERVICE COMMISSION TO SUSPEND AN EMPLOYEE PENDING AN INVESTIGATION OF CHARGES FOR PERIODS UP TO NINETY (90) DAYS AND TO PREFER CHARGES CALLING FOR PERMANENT RANK REDUCTION OR FOR DISMISSAL FROM THE POLICE DEPARTMENT; AND, ACCORDING TO THE NATURE OF THE OFFENSE, PROVIDING SAID EMPLOYEE SHALL BE GIVEN THE OPPORTUNITY TO REQUEST A HEARING BEFORE THE CIVIL SERVICE COMMISSION. THIS REQUEST FOR A HEARING IS TO BE MADE WITHIN TEN (10) DAYS AFTER OFFICIAL NOTIFICATION OF SUCH CHARGES.

4-102 DISCIPLINARY PROCEDURES

PROCEDURES ARE ESTABLISHED TO PROVIDE AN IMPARTIAL HEARING OF COMPLAINTS AGAINST OFFICERS AND EMPLOYEES FOR VIOLATIONS OF RULES AND REGULATIONS, OR FOR OTHER CONDUCT IN VIOLATION OF THE BEST INTEREST OF THE DEPARTMENT AND ITS PERSONNEL.

4-103 INITIATION OF COMPLAINTS

COMPLAINTS FROM SUPERIOR OR COMMAND OFFICERS SHALL BE SUBMITTED TO THE OFFICE OF THE CHIEF OF POLICE IN WRITING AFTER REVIEW BY THE COMPLAINANT'S SUPERIOR. THEY SHOULD CONTAIN A SUMMARY OF THE ACT OR ACTS UPON WHICH THE COMPLAINT IS BASED, DATES, AND OTHER FACTS REQUISITE TO THE INVESTIGATION OF THE COMPLAINT.

4-104 PRELIMINARY HEARING - REVIEW OF CHARGE

THE RESPECTIVE DEPUTY CHIEF WILL CALL IN THE ACCUSED EMPLOYEE, HIS COMMANDING OFFICER, AND A FEDERATION OFFICER OF THE ACCUSED EMPLOYEE'S CHOICE IF THE ACCUSED EMPLOYEE SO DESIRES. THE ACCUSED EMPLOYEE WILL BE GIVEN A COPY OF THE CHARGES UPON WHICH THE COMPLAINT IS BASED. THE RECOMMENDATION OF THE DEPUTY CHIEF WILL BE PRESENTED IN WRITING TO THE CHIEF OF POLICE WITHIN FIVE DAYS. THE CHIEF OF POLICE WILL MAKE A DECISION AFTER REVIEWING THE CHARGES AND RECOMMENDATIONS OF THE DEPUTY CHIEF. THE ACCUSED EMPLOYEE WILL BE NOTIFIED OF THIS DECISION IN WRITING AND WILL BE REQUIRED TO MAKE ONE OF THE FOLLOWING OPTIONS WITHIN FIVE DAYS UPON RECEIPT OF THE CHIEF'S NOTIFICATION:

\*ACCEPT DISCIPLINE AS SET BY THE CHIEF OF POLICE, OR

\*DEMAND A HEARING IN FRONT OF THE FORMAL HEARING BOARD.

4-105 FORMAL HEARING BOARD

THE FORMAL HEARING BOARD WILL CONSIST OF A SUPERIOR OFFICER OF THE ACCUSED EMPLOYEE'S CHOICE, A REPRESENTATIVE FROM THE POLICE FEDERATION OF THE ACCUSED EMPLOYEE'S CHOICE OR ONE APPOINTED BY THE FEDERATION BOARD IF THE ACCUSED EMPLOYEE DOES NOT MAKE A CHOICE, *AND THE RESPECTIVE DEPUTY CHIEF.* *copy of admin choice* A PARTY TO THE COMPLAINT WILL NOT BE ACCEPTED AS A MEMBER OF THE FORMAL HEARING BOARD.

AT THE COMPLETION OF THE HEARING, THE DETERMINATION AND RECOMMENDATIONS OF THE ENTIRE MATTER WILL BE FORWARDED BY THE FORMAL HEARING BOARD TO THE CHIEF FOR HIS ULTIMATE DECISION.

4-106 HEARING BOARD RECORDS

AFTER THE CHIEF OF POLICE HAS REACHED HIS DECISION BASED ON RECOMMENDATIONS OF THE HEARING BOARD, THE CHIEF OF POLICE WILL THEN ADVISE THE EMPLOYEE OF HIS DECISION IN WRITING.

A COPY OF ALL DISCIPLINARY ACTION REPORTS WILL BE RETAINED IN THE CHIEF'S FILE AND THE POLICE DEPARTMENT PERSONNEL FILE. COPIES OF ALL SUSPENSION AND DEMOTION REPORTS SHALL BE FORWARDED TO THE CIVIL SERVICE COMMISSION BY THE PERSONNEL AND TRAINING DIVISION. THE ORIGINAL INVESTIGATION FILE SHALL BE RETAINED BY THE INTERNAL AFFAIRS DIVISION AND WILL BE PLACED IN A SEALED ENVELOPE ATTAINABLE ONLY BY THE CHIEF, THE THREE DEPUTY CHIEFS, AND THE HEAD OF THE INTERNAL AFFAIRS DIVISION.

NOTE: THE PROCEEDINGS DESCRIBED DO NOT ABSOLVE THE EMPLOYEE OF FORMAL COURT ACTION WHICH MAY RESULT FROM UNLAWFUL CONDUCT.

4-105.1 EMPLOYEE'S RIGHTS - FORMAL HEARING

ALL ACCUSED EMPLOYEES HAVE A RIGHT TO:

- \*NOTIFICATION AT LEAST 72 HOURS PRIOR TO A FORMAL HEARING.
- \*CONFRONT WITNESSES AND EXAMINE ALL EVIDENCE IN THE COMPLAINT.
- \*PRESENT ANY WITNESSES OR EVIDENCE AT THE HEARING THAT THE EMPLOYEE FEELS IS NECESSARY TO SUPPORT HIS DEFENSE.
- \*CROSS-EXAMINE AND CHALLENGE ALL WITNESSES AND EVIDENCE.
- \*HAVE AN ATTORNEY PRESENT. THE ATTORNEY MAY ADVISE THE ACCUSED EMPLOYEE ONLY AND SHALL NOT BE ALLOWED TO CROSS-EXAMINE WITNESSES.

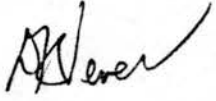


DEPARTMENT of Human Rights

*Office Memorandum*

TO : Donna Folstad, Chair  
Irene Bethke  
Members of the Subcommittee on Minneapolis  
Advisory Councils  
Police/Community Relations Task Force

DATE: July 22, 1982

FROM : Diane K. Vener  
Asst. to the Commissioner 

PHONE: 6-5676

SUBJECT: Subcommittee on Minneapolis Advisory Councils

Enclosed you will find the section of the Minneapolis Police Department Manual which pertains to Advisory Councils. If there is any additional information or help that you need in order to prepare your draft to meet the August 24 deadline, please contact me.

DKV/edm  
enclosures

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

3-201.1 COMMITTEE MEMBERSHIP

DEPARTMENT COMMITTEES SHALL BE COM-  
PRISED OF DEPARTMENT MEMBERS AND/OR PRIVATE  
CITIZENS AS DESIGNATED BY THE APPOINTING  
AUTHORITY. THE COMPOSITION OF SPECIAL COMMITTEES  
SHALL BE REGULATED BY THE CIRCUMSTANCES TO BE  
INVESTIGATED. THE NUMBER OF MEMBERS TO CONSTI-  
TUTE SUCH BODIES SHALL BE DETERMINED BY THE  
APPOINTING AUTHORITY WHO WILL CONSIDER THE  
IMPORTANCE OF THE SUBJECT MATTER AND THE QUAL-  
IFICATIONS OF INDIVIDUALS TO SERVE AS MEMBERS.

3-201.2 APPOINTMENT AND RESPONSIBILITIES OF  
SPECIAL COMMITTEES AND THEIR CHAIRMEN

THE APPOINTING AUTHORITY SHALL SELECT  
A CHAIRMAN FOR DEPARTMENT SPECIAL COMMITTEES.  
THE CHAIRMAN SHALL BE RESPONSIBLE FOR PROVIDING  
ADMINISTRATIVE SUPERVISION ON SUCH MATTERS WITHIN  
THE JURISDICTION OF THE COMMITTEE AND SHALL CAUSE  
TO BE MAINTAINED A RECORD OF THE MINUTES OF ALL  
MEETINGS.

THE CHAIRMAN SHALL SUBMIT RELATED  
REPORTS TO THE APPOINTING AUTHORITY WHICH SHALL  
CONTAIN FINDINGS AND APPROPRIATE RECOMMENDATIONS  
OF THE COMMITTEE. UPON APPROVAL OF A FINAL  
REPORT BY THE APPOINTING AUTHORITY, THE SPECIAL  
COMMITTEE SHALL BE DEACTIVATED.

3-202 BOARDS3-202.1 FISCAL REVIEW BOARD

THE FISCAL REVIEW BOARD SHALL BE  
RESPONSIBLE FOR:

- \*EVALUATING BUDGET REQUESTS MADE BY THE  
VARIOUS OFFICES AND BUREAUS OF THE  
DEPARTMENT AND THE BUDGET PLANNING STAFF.
- \*FORMULATING RECOMMENDATIONS TO THE CHIEF  
OF POLICE ON VARIOUS ITEMS, PROJECTS,  
AND PROGRAMS WHICH ARE BEING REQUESTED  
IN THE PROPOSED DEPARTMENT BUDGET.

\*FORMULATING RECOMMENDATIONS TO THE  
CHIEF OF POLICE ON POLICY AND PRO-  
CEDURES GOVERNING THE FISCAL PLANNING  
OF THE DEPARTMENT.

\*PUBLISHING A SCHEDULE OF BOARD MEETINGS  
TO IMPLEMENT THE REVIEW OF DEPARTMENT  
BUDGET REQUESTS.

3-202.2 MEMBERSHIP

THE BOARD SHALL BE COMPRISED OF:

- \*DEPUTY CHIEF OF SERVICES
- \*COMMANDING OFFICER - ADMINISTRATIVE SERVICES
- \*COMMANDING OFFICER - PLANNING AND RESEARCH  
DIVISION
- \*ADDITIONAL DEPARTMENT PERSONNEL AS APPOINTED  
BY THE DEPUTY CHIEF OF SERVICES.

3-203 ADVISORY COUNCILS

IN ORDER TO ENHANCE MUTUAL UNDERSTANDING  
AND COOPERATION BETWEEN THE POLICE AND THE CITIZENS  
THEY SERVE AND TO ESTABLISH AN INCREASED AWARENESS  
OF THE CRIMINAL JUSTICE SYSTEM, THE PRECINCT  
ADVISORY COUNCILS AND THE CHIEF'S ADVISORY COUNCIL  
WERE CREATED.

3-203.1 PRECINCT ADVISORY COUNCILS

EACH PRECINCT WILL HAVE AN ADVISORY  
COUNCIL WITH REPRESENTATIVES SELECTED IN THE  
FOLLOWING MANNER:

- \*THE CAPTAIN OF THE PRECINCT WILL BE A  
MEMBER.
- \*EACH PRECINCT CAPTAIN WILL SELECT TWO  
REPRESENTATIVES FROM THE BUSINESS  
COMMUNITY.
- \*PRECINCT OFFICERS FROM EACH PRIMARY  
SQUAD DISTRICT WILL SELECT ONE REPRESENTATIVE AND ONE ALTERNATE REPRESENTATIVE RESIDENT FROM THAT DISTRICT.
- \*THE MAYOR MAY SELECT ONE REPRESENTATIVE  
WHO IS A RESIDENT OF THAT PRECINCT.
- \*EACH ALDERMAN WHOSE WARD OR PART THEREOF  
IS LOCATED WITHIN THAT PRECINCT MAY  
SELECT ONE REPRESENTATIVE WHO MUST ALSO  
BE A RESIDENT OF THAT PRECINCT.
- \*THE COUNCIL MEMBERS SELECTED IN THE ABOVE  
MANNER WILL SELECT THREE ADDITIONAL MEM-  
BERS FROM THE COMMUNITY WHOM THEY DEEM  
TO BE REPRESENTATIVE OF THE PRECINCT  
POPULATION.

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

UPON COMPLETION OF THE SELECTION OF  
REPRESENTATIVES:

- \*THE CAPTAIN OF EACH PRECINCT WILL FORWARD A LIST OF NAMES OF ALL MEMBERS OF THE COUNCIL TO EACH COUNCIL MEMBER AND THE DEPARTMENT ADMINISTRATION.
- \*THE CAPTAIN OF EACH PRECINCT WILL BE RESPONSIBLE FOR NOTIFYING ALL MEMBERS OF THE DATES, TIMES, AND LOCATION OF THE MEETINGS.
- \*MEMBERS OF EACH OF THE PRECINCT COUNCILS WILL SELECT ONE OF THEIR MEMBERS TO BE THEIR REPRESENTATIVE ON THE CHIEF'S ADVISORY COUNCIL.
- \*ALL MEMBERS OF EACH COUNCIL WILL HAVE EQUAL VOTES.
- \*EACH PRECINCT ADVISORY COUNCIL SHALL ESTABLISH MINIMAL BY-LAWS TO REGULATE CONDUCT AND FREQUENCY OF MEETINGS.
- \*EACH PRECINCT ADVISORY COUNCIL WILL DETERMINE THE TERM OF OFFICE FOR ITS RESPECTIVE MEMBERS. THE TERMS MAY VARY, HOWEVER SPECIAL EMPHASIS SHOULD BE PLACED UPON NOT HAVING TERMS OF OFFICE EXPIRE ON THE SAME DATE.
- \*A BRIEF SYNOPSIS OF THE RESULTS OF THE MEETINGS WILL BE FORWARDED TO ALL MEMBERS OF THE RESPECTIVE COUNCIL.

3-203.2 CHIEF'S ADVISORY COUNCIL

EACH PRECINCT ADVISORY COUNCIL WILL SELECT ONE MEMBER TO BE A REPRESENTATIVE ON THE CHIEF'S ADVISORY COUNCIL. THE CHIEF'S ADVISORY COUNCIL WILL MEET REGULARLY. DATES AND TIMES OF MEETINGS WILL BE ESTABLISHED BY THE CHIEF OF POLICE IN ACCORDANCE WITH THE NEEDS AND DESIRES OF THE ADVISORY COUNCIL.

## MINNEAPOLIS POLICE DEPARTMENT MANUAL

3-201.1 COMMITTEE MEMBERSHIP

DEPARTMENT COMMITTEES SHALL BE COM-  
PRISED OF DEPARTMENT MEMBERS AND/OR PRIVATE  
CITIZENS AS DESIGNATED BY THE APPOINTING  
AUTHORITY. THE COMPOSITION OF SPECIAL COMMITTEES  
SHALL BE REGULATED BY THE CIRCUMSTANCES TO BE  
INVESTIGATED. THE NUMBER OF MEMBERS TO CONSTI-  
TUTE SUCH BODIES SHALL BE DETERMINED BY THE  
APPOINTING AUTHORITY WHO WILL CONSIDER THE  
IMPORTANCE OF THE SUBJECT MATTER AND THE QUAL-  
IFICATIONS OF INDIVIDUALS TO SERVE AS MEMBERS.

\*FORMULATING RECOMMENDATIONS TO THE  
CHIEF OF POLICE ON POLICY AND PRO-  
CEDURES GOVERNING THE FISCAL PLANNING  
OF THE DEPARTMENT.

\*PUBLISHING A SCHEDULE OF BOARD MEETINGS  
TO IMPLEMENT THE REVIEW OF DEPARTMENT  
BUDGET REQUESTS.

3-202.2 MEMBERSHIP

THE BOARD SHALL BE COMPRISED OF:

\*DEPUTY CHIEF OF SERVICES  
\*COMMANDING OFFICER - ADMINISTRATIVE SERVICES  
\*FISCAL CONTROL OFFICER  
\*ADDITIONAL DEPARTMENT PERSONNEL AS APPOINTED  
BY THE DEPUTY CHIEF OF SERVICES

3-201.2 APPOINTMENT AND RESPONSIBILITIES OF  
SPECIAL COMMITTEES AND THEIR CHAIRMEN

THE APPOINTING AUTHORITY SHALL SELECT  
A CHAIRMAN FOR DEPARTMENT SPECIAL COMMITTEES.  
THE CHAIRMAN SHALL BE RESPONSIBLE FOR PROVIDING  
ADMINISTRATIVE SUPERVISION ON SUCH MATTERS WITHIN  
THE JURISDICTION OF THE COMMITTEE AND SHALL CAUSE  
TO BE MAINTAINED A RECORD OF THE MINUTES OF ALL  
MEETINGS.

THE CHAIRMAN SHALL SUBMIT REPORTS TO THE  
APPOINTING AUTHORITY WHICH SHALL CONTAIN FINDINGS  
AND RECOMMENDATIONS OF THE COMMITTEE. UPON  
APPROVAL OF A FINAL REPORT BY THE APPOINTING  
AUTHORITY, THE SPECIAL COMMITTEE SHALL BE DIS-  
BANDED.

X 3-203 ADVISORY COUNCILS

IN ORDER TO ENHANCE MUTUAL UNDERSTANDING  
AND COOPERATION BETWEEN THE POLICE AND THE CITIZENS  
THEY SERVE AND TO ESTABLISH AN INCREASED AWARENESS  
OF THE CRIMINAL JUSTICE SYSTEM, THE PRECINCT  
ADVISORY COUNCILS AND THE CHIEF'S ADVISORY COUNCIL  
WERE CREATED.

3-203.1 PRECINCT ADVISORY COUNCILS

EACH PRECINCT WILL HAVE AN ADVISORY  
COUNCIL WITH REPRESENTATIVES SELECTED IN THE  
FOLLOWING MANNER:

\*THE CAPTAIN OF THE PRECINCT  
\*FOUR (4) POLICE OFFICERS  
(CHOSEN BY THEIR PEERS FOR ONE (1) YEAR TERMS)  
\*FOUR (4) CITIZENS  
(SELECTED BY THE POLICE OFFICERS WITHIN THE  
PRECINCT. TWO YEAR STAGGERED TERMS.  
\*ELEVEN (11) CITIZENS  
(REPRESENTING COMMUNITY ORGANIZATIONS WITHIN  
THE PRECINCT).

(ALL ORGANIZATIONS IN THE PRECINCTS WILL BE  
INVITED TO INDICATE WHETHER OR NOT THEY ARE  
INTERESTED IN HAVING A REPRESENTATIVE ON THE  
PRECINCT ADVISORY COUNCIL. ALL INTERESTED  
ORGANIZATION'S NAMES WILL BE PUT IN A GROUP,  
AND THE 11 ORGANIZATIONS WILL BE CHOSEN BY  
LOT UNDER SUPERVISION OF THE ALDERMEN WHOSE  
WARDS ARE IN THE PRECINCT).

THESE ORGANIZATIONAL REPRESENTATIVES WILL  
SERVE TWO-YEAR TERMS, STAGGERED. NO ORGAN-  
IZATION MAY HAVE A REPRESENTATIVE ON THE  
COUNCIL FOR TWO CONSECUTIVE TERMS, UNLESS  
THERE IS A RARE CIRCUMSTANCE WHERE THERE ARE  
NOT SUFFICIENT OTHER ORGANIZATIONS INTERESTED).

3-202 BOARDS3-202.1 FISCAL REVIEW BOARD

THE FISCAL REVIEW BOARD SHALL BE  
RESPONSIBLE FOR:

\*EVALUATING BUDGET REQUESTS MADE BY THE  
VARIOUS OFFICES AND BUREAUS OF THE  
DEPARTMENT AND THE BUDGET PLANNING STAFF.  
\*FORMULATING RECOMMENDATIONS TO THE CHIEF  
OF POLICE ON VARIOUS ITEMS, PROJECTS,  
AND PROGRAMS WHICH ARE BEING REQUESTED  
IN THE PROPOSED DEPARTMENT BUDGET.



## MINNEAPOLIS POLICE DEPARTMENT MANUAL

3-203.1 PRECINCT ADVISORY COUNCILS

\*EACH ALDERMAN WHOSE WARD OR PART THEREOF IS LOCATED WITHIN THAT PRECINCT MAY SELECT ONE RESIDENT OF THE WARD WHO IS ALSO A RESIDENT OF THE PRECINCT. (1 YEAR TERM)

\*THE TERMS OF ALL MEMBERS SHALL BEGIN IN AUGUST OF THE APPROPRIATE YEAR.

UPON COMPLETION OF THE SELECTION OF REPRESENTATIVES:

\*BY 1 SEPTEMBER OF EACH YEAR, EACH PRECINCT CAPTAIN WILL FORWARD A COMPLETE LIST OF ALL ADVISORY COUNCIL MEMBERS TO THE CHIEF OF POLICE AND TO EVERY MEMBER OF THE ADVISORY COUNCIL.

\*THE CAPTAIN OF EACH PRECINCT WILL BE RESPONSIBLE FOR NOTIFYING ALL MEMBERS OF THE DATES, TIMES AND LOCATION OF THE MEETINGS.

\*ALL MEMBERS OF EACH COUNCIL WILL HAVE EQUAL VOTES.

\*EACH PRECINCT ADVISORY COUNCIL SHALL ESTABLISH MINIMAL BY-LAWS TO REGULATE MEETING CONDUCT.

\*A BRIEF SYNOPSIS OF THE RESULTS OF THE MEETINGS WILL BE FORWARDED TO ALL MEMBERS OF THE PRECINCT ADVISORY COUNCIL.

\*MEMBERS OF EACH PRECINCT COUNCIL WILL SELECT ONE POLICE MEMBER AND ONE CITIZEN MEMBER TO SERVE ON THE DEPARTMENT RULES AND REGULATIONS COMMITTEE.

\*EACH PRECINCT COUNCIL WILL ELECT A CHAIRPERSON, FOR A 1 YEAR TERM, WHO SHALL CONDUCT THE MEETINGS AND SERVE ON THE CHIEF'S ADVISORY COUNCIL.

\*THE PRECINCT ADVISORY COUNCIL WILL MEET MONTHLY ON MATTERS THEY DEEM APPROPRIATE. HOWEVER, THERE SHALL BE TWO STANDING AGENDA ITEMS FOR ALL MEETINGS:

-CRIME STATISTICS AND CRIME PREVENTION PROGRAMS.

-THE DISPOSITION OF COMPLAINTS AGAINST OFFICERS, WITHOUT REVEALING THE NAMES OF INDIVIDUAL OFFICERS OR UNAUTHORIZED INFORMATION.

3-203.3 RULES AND REGULATIONS COMMITTEE

\*EACH PRECINCT ADVISORY COUNCIL WILL SELECT ONE POLICE MEMBER AND ONE CITIZEN MEMBER TO SERVE ON THE RULES AND REGULATIONS COMMITTEE.

\*THE POLICE FEDERATION OF MINNEAPOLIS WILL APPOINT ONE REPRESENTATIVE.

\*THE MAYOR WILL APPOINT ONE REPRESENTATIVE WHO IS NOT A MEMBER OF THE PRECINCT ADVISORY COUNCIL.

\*MEMBERS WILL SERVE A ONE YEAR TERM.

\*THE CHIEF SHALL SUBMIT ALL PROPOSED CHANGES IN THE DEPARTMENT MANUAL TO THIS COMMITTEE FOR REVIEW AND COMMENT.

\*THE CHIEF SHALL NOTIFY MEMBERS OF THE DATES AND LOCATION OF ALL MEETINGS.

3-203.4 CHIEF'S ADVISORY COUNCIL

— THE CHAIRPERSON OF EACH PRECINCT COUNCIL WILL SERVE ON THE CHIEF'S ADVISORY COUNCIL.

\*EACH PRECINCT COUNCIL WILL SELECT ONE OF IT'S POLICE MEMBERS TO SERVE ON THE CHIEF'S ADVISORY COUNCIL.

← THE MAYOR WILL APPOINT THREE (3) CITIZENS TO SERVE ON THE CHIEF'S ADVISORY COUNCIL.

\*THE CHIEF'S ADVISORY COUNCIL WILL MEET MONTHLY ON MATTERS THEY DEEM APPROPRIATE. HOWEVER, THERE SHALL BE TWO STANDING AGENDA ITEMS FOR ALL MEETINGS:

-CRIME STATISTICS AND PREVENTION PROGRAMS.

-THE DISPOSITION OF COMPLAINTS AGAINST OFFICERS, WITHOUT REVEALING THE NAMES OF INDIVIDUAL OFFICERS OR UNAUTHORIZED INFORMATION.

\*MEMBERS WILL SERVE A ONE YEAR TERM.

3-203.2 CHIEF'S PROGRAMS AND POLICY COMMITTEE

\*EACH PRECINCT ADVISORY COUNCIL WILL SELECT ONE POLICE MEMBER AND ONE CITIZEN MEMBER TO SERVE ON THE PROGRAMS AND POLICY COMMITTEE.

\*THE COMMITTEE WILL WORK ON LONG-RANGE PLANS FOR THE DEPARTMENT AND MEET ON A MONTHLY BASIS.

\*MEMBERS WILL SERVE A ONE YEAR TERM.

STATE OF MINNESOTA

*Office Memorandum*

DEPARTMENT of Human Rights

TO : ✓ Donna Folstad, Chair  
Irene Bethke  
Ross Lundstrom  
Members of the Subcommittee on St. Paul Police  
Training  
Police/Community Relations Task Force

FROM : Diane K. Vener  
Asst. to the Commissioner *[Signature]*

SUBJECT: Subcommittee on St. Paul Police Training

DATE: July 22, 1982

PHONE: 6-5676

Enclosed are sections of the St. Paul Police Department Manual that pertain to training. In addition, a copy of the information that Ross Lundstrom brought with him to your meeting of the 20th is also enclosed. It describes the new training program implemented by the department July 1.

If there is any additional information or help that you need in order to prepare your draft to meet the August 24 deadline, please contact me.

DKV/edm  
enclosures

UNITED STATES COMMISSION ON CIVIL RIGHTS

MIDWESTERN REGIONAL OFFICE  
230 South Dearborn Street, 32nd Floor  
Chicago, Illinois 60604  
Telephone (312) 353-7371

July 6, 1982

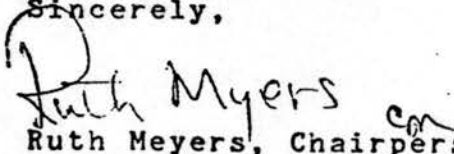
Mr. Mark Shields  
Executive Director  
Peace Officers Standards and Training Board  
500 Metro Square  
7th and Robert  
St. Paul, MN 55101

Dear Mr. Shields:

At a regular meeting of the Minnesota Advisory Committee to the U.S. Commission on Civil Rights, the Committee unanimously approved a motion urging the POST Board to adopt a rule requiring implementation of acceptable affirmative action plans by the post secondary institutions offering law enforcement programs. The motion further suggested that such institutions which fail to demonstrate a successful affirmative action policy for their law enforcement programs within a reasonable amount of time should have recognition of such programs withdrawn by the POST Board.

The Minnesota Advisory Committee was informed by Committee member Bob Dodor that you announced plans for a recruiting team to work with the post secondary schools and within the minority communities to find minority and women law enforcement students. That the team would be composed of three officers from the St. Paul and Minneapolis Police Departments and the Minnesota Highway Patrol. The Committee unanimously endorsed your proposal and adopted a motion calling for the chiefs of the Minneapolis and St. Paul departments and the Highway Patrol to provide you with the necessary officers to serve on the recruiting team. By copies of this letter, I am notifying the chiefs of that action, and urging them to cooperate with you.

Sincerely,

  
Ruth Meyers, Chairperson  
Minnesota Advisory Committee  
to the U.S. Commission on Civil Rights

cc: William McCutcheon - Chief - St. Paul Police Department  
Anthony Bouza - Chief - Minnesota Police Department  
D. Roger Ledding, Chief of the Highway Patrol

FOR FURTHER INFORMATION PLEASE CONTACT

Clark G. Roberts, Regional Director -or-  
Midwestern Regional Office  
U.S. Commission on Civil Rights  
230 S. Dearborn St., Rm. 3280  
Chicago, Illinois 60604  
(312) 353-7371

Ruth Myers, Chairperson  
Minnesota Advisory Committee  
1006 East Second Street  
Apt. #1  
Duluth, Minnesota 55805  
(218) 726-7234

CIVIL RIGHTS PANEL URGED POST BOARD TO  
ESTABLISH AFFIRMATIVE ACTION PLANS

MINNEAPOLIS, MN---The Minnesota Advisory Committee to the U.S. Commission on Civil Rights urged the Peace Officer Standards and Training Board to adopt a rule requiring implementation of acceptable affirmative action plans by post-secondary institutions offering law enforcement programs in the state. In its July 6, 1982 letter to Mark Shields, Executive Director of the POST Board, the Committee further suggested that those institutions which fail to implement a successful affirmative action program for their law enforcement program within a reasonable time should be decertified and such programs should be withdrawn.

The Committee is also urging the Chiefs of the Minneapolis, and St. Paul police departments and the Chief of the Highway Patrol to provide Mr. Shields with police officers to serve on a recruitment team planned by Shields.

The Committee is concerned that because of the new rules requiring police officers to have a degree from a post secondary law enforcement program and pass an examination by the POST Board, recruitment for new police officers will effectively rest with the schools. If the schools do not recruit minorities and women actively, few will be included in the pool from which all police officers are drawn.



Members of the Advisory Committee are Chairperson Ruth Myers, Larry P. Aitken, from Duluth; Jeanne Cooper, Lurline Baker-Kent, and David Rivera from St. Paul; Robert Dodor, from Egan; Dr. John B. Holden, from Mankato; Therese M. Jezioro, and Gloria Kumagai from Minneapolis;

The Minnesota Advisory Committee to the U.S. Commission on Civil Rights is one of 51 such units which are active nationally.

The U.S. Commission on Civil Rights is an independent, bi-partisan, fact-finding agency of the Federal Government concerned with the rights of minorities and women.

###

7/6/82md

*Jeanne Cooper Chair  
Ad hoc committee  
Wednesday*



MINNESOTA CUBAN REFUGEE COMMITTEE INC.

~~245 OLD SIXTH STREET, ST. PAUL, MN 55102~~ 530 Andrew St.  
~~(612) 222-2304~~ 201-1013 St. Paul, MN 55107

Mayor Latimer  
Office of the Mayor  
347 City Hall  
St. Paul, Minnesota 55102

Dear Mayor Latimer:

I am writing you as both the Director of the Minnesota Cuban Refugee Committee and a member of the City of Saint Paul Hispanic Advisory Committee concerning an incident between the St. Paul police and a Cuban refugee.

On Saturday night, June 12, 1982, an incident occurred at the Radisson Plaza Hotel in St. Paul to which the police had to be summoned. Two employees, one of whom was a Cuban, had a disagreement that became rather heated resulting in the other employee calling the police.

By the time the police arrived the Cuban was in the process of changing clothes to go home. He was told that he would have to accompany the police to the station and offered no resistance. When he told them that he was Cuban and did not speak English well, he was immediately handcuffed. While being detained from Saturday night until Monday morning, he was not allowed to contact either his sponsor or an interpreter.

I am quite concerned not only about this specific case but the implications for other Cubans. The use of physical restraint and the refusal to allow a non-English speaker to contact an interpreter because they are Cuban seems to be a serious problem.

As you well know, there have been several incidents between police and Hispanics in the past, and it appears that the situation has not changed significantly. Therefore, Maria Gomez, Michaeline Raymond, the Cuban's sponsor, and I would like to meet with you to discuss the situation. I will contact your office to arrange a meeting. Thank you for your consideration.

Sincerely,

Ric Snitkey  
Executive Director, MCRC

cc: Maria Gomez, Chairperson, MCRC  
Michaeline Raymond, International Institute of Minnesota  
Roberto Acosto, Acting Chair, City of St. Paul Hispanic  
Advisory Committee  
Jose Trejo, Director, Spanish Speaking Affairs Council  
Mary McClure, State Human Rights Commission

STATE OF MINNESOTA

DEPARTMENT

of Human Rights

## Office Memorandum

TO :

Curman L. Gaines  
Police Practices Task Force

DATE: October 19, 1981

FROM :

Diane K. Vener  
Asst. to the Commissioner

PHONE: 6-5676

SUBJECT:

Status of Pending Charges Against Police Departments of  
Minneapolis and St. Paul

There are currently 28 charges of discrimination pending against the police departments of Minneapolis and St. Paul. Attached are copies of all charges currently under investigation which have been filed against the police departments of St. Paul and Minneapolis. The department is currently investigating 23 cases involving the two police departments: 9 are charges against St. Paul and 14 are charges against Minneapolis.

Two of the pending cases are in the department's backlog and two are in litigation. One of the pending charges is being processed by the Equal Employment Opportunity Commission.

DKV/edm  
attachments

DEPARTMENT


of Human Rights

*Office Memorandum*

TO : Members of the Police/Community  
Relations Task Force

DATE: June 10, 1982

FROM :

Roberto R. Avina 

PHONE: 296-5680

SUBJECT: Research Project

I contacted 22 cities ranging in population size from 262,199 to 385,457. All of the police departments in these cities reported that they do not involve citizen participation in any review committee or board. The police departments in these cities follow similar procedures as do the Minneapolis and St. Paul Police Departments in dealing with complaints.

LIST OF CITIES

- |                             |                               |
|-----------------------------|-------------------------------|
| 1. Cincinnati, Ohio         | 12. Tuscon, Arizona           |
| 2. Fort Worth Texas         | 13. Newark, New Jersey        |
| 3. Portland, Oregon         | 14. Charlotte, North Carolina |
| 4. Long Beach, California   | 15. Omaha, Nebraska           |
| 5. Tulsa, Oklahoma          | 16. Louisville, Kentucky      |
| 6. Buffalo, New York        | 17. Birmingham, Alabama       |
| 7. Toledo, Ohio             | 18. Wichita, Kansas           |
| 8. Miami, Florida           | 19. Sacramento, California    |
| 9. Austin, Texas            | 20. Tampa, Florida            |
| 10. Oakland, California     | 21. Norfolk, Nebraska         |
| 11. Albuquerque, New Mexico | 22. Virginia Beach, Virginia  |

RA/edm





STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

500 BREMER TOWER  
7TH PLACE AND MINNESOTA STREET • SAINT PAUL, MINNESOTA 55101  
(612) 296-5663

October 22, 1981

The Honorable Donald M. Fraser  
Mayor City of Minneapolis  
Mayor's Office  
City Hall  
Minneapolis, Minnesota 55415

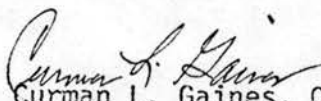
Dear Mayor Fraser:

This is to confirm my telephone conversation with your secretary on October 16, 1981. It is my understanding that you, Chief Anthony Bouza and a subcommittee (Donna Folstad, Alberto Miera, Barbara Shin and Curman Gaines) of the Police/Community Relations Task Force will meet on November 10, 1981 at 4:00 p.m. in your office.

The purpose of the meeting is to explain the role of the task force and discuss ways in which the task force and the police department can work together.

Thank you for your cooperation, and I look forward to our continued working relationships. If you have questions, please call me at 488-2538 (work) or 738-2250 (home).

Sincerely,

  
Curman L. Gaines, Chair  
Police/Community Relations  
Task Force

CLG/edm

cc: Police/Community Relations Subcommittee



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

500 BREMER TOWER  
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(612) 296-5663

October 22, 1981

Mr. Anthony V. Bouza  
Chief of Police  
City of Minneapolis  
Room 119 City Hall  
Minneapolis, Minnesota 55415

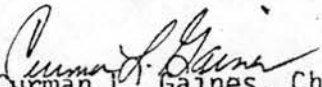
Dear Mr. Bouza:

It is my understanding that you, Mayor Fraser, and a subcommittee (Donna Folstad, Alberto Miera, Barbara Shin and Curman Gaines) of the Police/Community Relations Task Force will meet on November 10, 1981 at 4:00 p.m. in Mayor Fraser's Office.

The purpose of the meeting is to explain the role of the task force and discuss ways in which the task force and the police department can work together.

Thank you for your cooperation, and I look forward to our continued working relationships. If you have questions, please call me at 483-2538 (work) or 738-2250 (home).

Sincerely,

  
Curman L. Gaines, Chair  
Police/Community Relations  
Task Force

CLG/edm

cc: Police/Community Relations Subcommittee



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

500 BREMER TOWER  
7TH PLACE AND MINNESOTA STREET • SAINT PAUL, MINNESOTA 55101  
(612) 296-5663

October 22, 1981

The Honorable George Latimer  
Mayor City of St. Paul  
Office of the Mayor  
City Hall  
St. Paul, Minnesota 55102


Dear Mayor Latimer:

This is to confirm my telephone conversation with your secretary on October 16, 1981. It is my understanding that you, Chief William McCutcheon, and a subcommittee (Julia Cherry, Bob Dodor, Irene Gomez Bethke, and Curman L. Gaines) of the Police/Community Relations Task Force will meet on October 28, 1981 at 4:00 p.m. in your office.

The purpose of the meeting is to explain the role of the task force and discuss ways in which the task force and the police department can work together.

Thank you for your cooperation, and I look forward to our continued working relationships. If you have questions, please call me at 488-2538 (work) or 738-2250 (home).

Sincerely,

  
Curman L. Gaines, Chair  
Police/Community Relations  
Task Force

CLG/edm

cc: Police/Community Relations Subcommittee



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS  
500 BREMER TOWER  
7TH PLACE AND MINNESOTA STREET • SAINT PAUL, MINNESOTA 55101  
(612) 296-5663

October 22, 1981

Mr. William McCutcheon  
Chief of Police  
City of St. Paul  
101 East 10th Street  
St. Paul, Minnesota 55101


Dear Mr. McCutcheon:

It is my understanding that you, Mayor Latimer, and a subcommittee of the Police/Community Relations Task Force (Julia Cherry, Bob Dodor, Irene Gomez Bethke and Curman L. Gaines) will meet on October 28, 1981 at 4:00 p.m. in the Mayor's Office.

The purpose of the meeting is to explain the role of the task force and discuss ways in which the task force and the police department can work together.

Thank you for your cooperation, and I look forward to our continued working relationships. If you have questions, please call me at 488-2538 (work) or 738-2250 (home).

Sincerely,

  
Curman L. Gaines, Chair  
Police/Community Relations  
Task Force

CLG/edm

cc: Police/Community Relations Subcommittee



October 9, 1981

Marilyn McClure, Commissioner  
State Department of Human Rights  
500 Bremer Tower  
7th Place at Minnesota Place  
St. Paul, Minnesota 55101

Dear Commissioner McClure:

Thank you for taking the time to speak with me the other day in regard to my interest in serving as a member of the task force on police-minority community relations. It is my understanding that two appointments remain to be filled.

My interest in working on such an assignment stems from my many years of active participation in Minneapolis community affairs. That involvement includes interaction with people of much diversity.

Membership on the task force would be an opportunity for me to contribute to the community in ways that could put my experience, knowledge and resourcefulness to good use. I offer my services to you and the task force for consideration.

My background in community activities includes working as a commissioner of the Minneapolis Civil Rights Commission; a director of the Committee for Integrated Education, plaintiff in the Minneapolis school desegregation law suit; a director of the Minneapolis branch NAACP; a member of the Minneapolis school district's 521 committee (human relations certification for teachers); and more. In addition, I was employed as a community resource coordinator at Anawatin Middle School for four years and more recently I worked for the Bureau of the Census in northwest Alabama....as a Yankee no less!

I will be pleased to review my background in more detail and to share whatever information needed to judge my worth to the task force.

I await your word.

Yours truly,

*Barbara Black*

Barbara Black (nee Schwartz)  
3404 Emerson Ave. So.  
Minneapolis, Minn. 55408  
Phone: 825-5100

191 Valleyside Drive  
St. Paul, Minnesota 55119

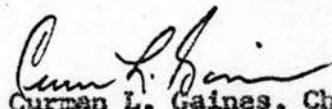
October 9, 1981

Mr. William K. Finney  
813 West Central Avenue  
St. Paul, Minnesota 55104

Dear Mr. Finney:

This is to acknowledge receipt of your September 10, 1981, letter of resignation from the Police/Community Relations Task Force. We appreciate your continued interest in the work of the Task Force and look forward to your services as a resource person.

Sincerely,



Curman L. Gaines, Chair  
TASK FORCE ON POLICE/COMMUNITY RELATIONS

cc: Marilyn E. McClure, Commissioner  
Minnesota Department of Human Rights



STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

500 BREMER TOWER  
7TH PLACE AND MINNESOTA STREET • SAINT PAUL, MINNESOTA 55101  
(612) 296-5663

Telephone: 296-5665

September 29, 1981

The Honorable Donald M. Fraser  
Mayor City of Minneapolis  
Mayor's Office  
City Hall  
Minneapolis, Minnesota 55415

Dear Mayor Fraser:

Recently I created a nine person Task Force on Police/Community Relations to establish and foster communications between metropolitan police and the communities which they serve, as well as to recommend changes and improvements in police practices and operation of our police departments.

The Task Force was created upon the recommendation of the Minnesota Human Rights Advisory Committee and the Minnesota Advisory Committee to the U.S. Commission on Civil Rights. The two committees co-sponsored a conference, "Mobilization on Police Practices in the Twin Cities", in late August to discuss recommendations contained in a report about police practices released in June of 1981 by the U.S. Commission on Civil Rights. Participants in the conference shared their ideas about the use of force by police officers, employment of police officers, distribution of police department services, and police officer training. The Task Force will be discussing conference recommendations in the future as well as focusing further attention on the aforementioned topics.

It is my hope that the Task Force will nurture improved communications and relations between our police departments and communities. The following persons have been appointed to serve on the Task Force: Curman L. Gaines, Chair; Robert Dodor; Irene Gomez-Bethke; Julia Cherry; Donna Folstad; Alberto Miera, Jr., and Barbara Shin.

In the near future, Mr. Gaines will be contacting you to schedule a meeting so that you will have the opportunity to meet some of the Task Force members.

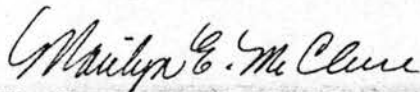


The Honorable Donald M. Fraser

September 29, 1981  
Page #2

I fully anticipate that it will be possible for the Task Force and your office to establish a productive working relationship that will result in positive changes in the area of police/community relations in the Twin Cities.

Sincerely,



Marilyn E. McClure  
Commissioner

MEM/edm

cc: Lupe Lopez, Chair, Minnesota Advisory Committee to the  
U.S. Commission on Civil Rights

Rodney McGee, Chair, Minnesota Human Rights Advisory  
Committee





STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

500 BREMER TOWER  
7TH PLACE AND MINNESOTA STREET • SAINT PAUL, MINNESOTA 55101  
(612) 296-5663

Telephone: 296-5665

September 29, 1981

Mr. Anthony V. Bouza  
Chief of Police  
City of Minneapolis  
Room 119 City Hall  
Minneapolis, Minnesota 55415

Dear Mr. Bouza:

Recently I created a nine person Task Force on Police/Community Relations to establish and foster communications between metropolitan police and the communities which they serve, as well as to recommend changes and improvements in police practices and operation of our police departments.

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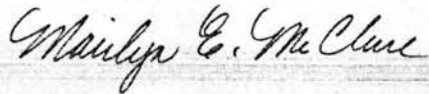
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Mr. Anthony V. Bouza, Chief of  
Police, City of Minneapolis

September 29, 1981  
Page #2

I fully anticipate that it will be possible for the Task Force and your office to establish a productive working relationship that will result in positive changes in the area of police/community relations in the Twin Cities.

Sincerely,



Marilyn E. McClure  
Commissioner

MEM/edm

cc: Lupe Lopez, Chair, Minnesota Advisory Committee to the  
U.S. Commission on Civil Rights

Rodney McGee, Chair, Minnesota Human Rights Advisory  
Committee



STATE OF MINNESOTA  
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(612) 296-5663

Telephone: 296-5665

September 29, 1981

The Honorable George Latimer  
Mayor City of St. Paul  
Office of the Mayor  
City Hall  
St. Paul, Minnesota, 55102

Dear Mayor Latimer:

Recently I created a nine person Task Force on Police/Community Relations to establish and foster communications between metropolitan police and the communities which they serve, as well as to recommend changes and improvements in police practices and operation of our police departments.

The Task Force was created upon the recommendation of the Minnesota Human Rights Advisory Committee and the Minnesota Advisory Committee to the U.S. Commission on Civil Rights. The two committees co-sponsored a conference, "Mobilization on Police Practices in the Twin Cities", in late August to discuss recommendations contained in a report about police practices released in June of 1981 by the U.S. Commission on Civil Rights. Participants in the conference shared their ideas about the use of force by police officers, employment of police officers, distribution of police department services, and police officer training. The Task Force will be discussing conference recommendations in the future as well as focusing further attention on the aforementioned topics.

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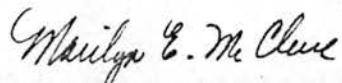
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The Honorable George Latimer

September 29, 1981  
Page #2

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Sincerely,



Marilyn E. McClure  
Commissioner

MEM/edm

cc: Lupe Lopez, Chair, Minnesota Advisory Committee to the  
U.S. Commission on Civil Rights

Rodney McGee, Chair, Minnesota Human Rights Advisory  
Committee





STATE OF MINNESOTA  
DEPARTMENT OF HUMAN RIGHTS

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(612) 296-5663

Telephone: 296-5665

September 29, 1981

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Chief of Police  
City of St. Paul  
101 East 10th Street  
St. Paul, Minnesota 55101

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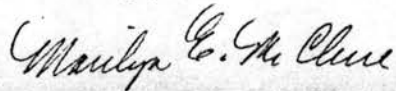
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Mr. William McCutcheon, Chief of Police  
City of St. Paul

September 29, 1981  
Page #2

I fully anticipate that it will be possible for the Task Force and your office to establish a productive working relationship that will result in positive changes in the area of police/community relations in the Twin Cities.

Sincerely,



Marilyn E. McClure  
Commissioner

MEM/edm

cc: Lupe Lopez, Chair, Minnesota Advisory Committee to the  
U.S. Commission on Civil Rights

Rodney McGee, Chair, Minnesota Human Rights Advisory  
Committee



GEORGE LATIMER  
MAYOR

CITY OF SAINT PAUL  
OFFICE OF THE MAYOR

347 CITY HALL  
SAINT PAUL, MINNESOTA 55102  
(612) 298-4323

September 8, 1981

Mr. Jose Trejo  
Executive Director  
Spanish Speaking Affairs Council  
506 Rice Street  
Saint Paul, Minnesota 55103

Dear Jose:

Following the events surrounding the case of Mr. Hernandez beginning on January 23, 1981, I have had numerous meetings with representatives of the Hispanic and the West Side community. These meetings have been extremely helpful and I wish to thank everyone from the community who has assisted me in this matter. I believe the outcome of the meetings has further strengthened the close ties we have with the community. I like to think this is an example of a very traumatic and divisive incident, out of which has come more, rather than less, goodwill and deeper understanding.

For my part, I continue to believe that our police force is among the finest in the country and the professional police officer in Saint Paul, on a daily basis, demonstrates sensitivity to the differences of people in the community with a high level of ethics in the course of executing his or her duties. To say that is not in any way to conclude that there have not been individual instances of serious departure from the level of conduct expected and, in a number of instances, institutional barriers to full and free access to the process which is intended to administratively correct individual actions of police misconduct. With the help of the community, I am directing a number of changes in that process which are attached in a second document. Furthermore, I have directed the Police Department to hold hearings on the two cases which have been the subject of your concern.

Although I have received help from a larger number of community leaders whose names are listed at the bottom of this letter, I want to particularly thank Alberto Miera for the countless hours he has invested in meetings with me, Chief McCutcheon and the City Attorney, Ed Starr, aimed at improving our police community relations. As a result, I have great hope that the process will increase sensitivity to the community and, in particular, the

Mr. Jose Trejo  
Page Two  
September 8, 1981

minority members. My hope is increased by the knowledge that Mr. Miera and a number of other community and city residents will be working on the Task Force on Police Community Relations.

Once more I thank you and I wish you well. I offer to meet with the community at any time and Chief McCutcheon joins me in that offer.

Very truly yours,

George Latimer  
Mayor

GL:bk

Attachment

cc: Jose Cruz  
Ricardo Flores  
Wes Ijima  
Lou Lopez  
Olivia Mancha  
Joanne Cardenos Enos  
Rebecca Heelan  
Ralph Brown  
Ed Starr  
Chief McCutcheon  
Alberto Miera  
Juan Lopez



DIRECTED CHANGES IN POLICE MANUAL REGULATIONS  
CONCERNING INTERNAL AFFAIRS UNIT

1. No testimony elicited from a complainant during the course of an Internal Affairs investigation or a hearing before the Disciplinary Board will be used to incriminate the complainant in any judicial proceedings.
2. Notice of Disciplinary Board hearings shall be mailed to all witnesses at least ten days prior thereto, stating the time and place of the hearing.
3. Internal Affairs Unit investigations should be promptly pursued; the fact that criminal charges may be pending against the complainant shall not be justification for the suspension of investigation.
4. When the complainant is a juvenile, notice to be given complainant relative to Disciplinary Board hearings shall be given to the person or persons designated by the complainant as being his parent or legal guardian.
5. In determining whether a charge against a police officer is or is not sustained, the investigator shall consider all available evidence; failure of the complainant to come forward following the initial complaint shall not suspend or terminate said investigation.
6. A provision pertaining to the use of a sworn affidavit in lieu of a personal appearance as to what qualifies to constitute a complaint and by whom a complaint can properly be made should be studied and considered.
7. All City employees, including Department Heads, acting in their official capacity intending to file a complaint with the Board of Professional Responsibility are directed to submit the complaint for review by the City Attorney.
8. An outline of Internal Affairs Unit procedures should be available to the public and will be available in Spanish.

In addition to the above directives, I am exploring the possibility of permitting the complainant to have a person in assistance (non-lawyer) while appearing before a Disciplinary Board.

UNITED STATES COMMISSION ON CIVIL RIGHTS

MIDWESTERN REGIONAL OFFICE  
230 South Dearborn Street, 32nd Floor  
Chicago, Illinois 60604  
Telephone (312) 353-7371

August 3, 1981

Dear Participant:

Thank you for accepting our invitation to participate in the Mobilization on Police Practices in the Twin Cities. A copy of the report is included for your use. Please read it and study the recommendations.

As you know the Mobilization will focus on four areas of concern: Employment, Distribution of Services, Use of Force/Police Community Relations and Police Officer Training. The purpose of the Mobilization is to organize the activities that will be carried out under the umbrella of a Task Force to be appointed by the Minnesota Department of Human Rights. You will receive more information on the Task Force at the Mobilization.

We would like for you and/or your organization to think of strategies or resources needed to implement recommendations that are made in the report or any others that you may have to present at the Mobilization.

There will be registration at the door only for assignments into workshop areas. Workshops will be conducted once in the morning and in the afternoon. Everyone will be responsible for their own lunch.

Again, we are happy that you are willing to work with us on this most important endeavor, and we look forward to meeting with you then.

NOTICE

DATE: August 21, 1981

PLACE: EARLE BROWN CONTINUING EDUCATION CENTER  
1890 Buford Avenue  
Room #135 A-C and 155  
(615) 376-1870

TIME: 8:30 a.m. to 5:00 p.m.  
Opening Remarks: ARTHUR S. FLEMMING, Chairman  
U.S. Commission on Civil Rights

*Irene*  
*Good*  
*sent*

MAYOR'S OFFICE  
MINNEAPOLIS, MINNESOTA

MEMORANDUM

TO: Mayor Fraser

DATE: July 31, 1981

FROM: Irene Gomez de Bethke *JB*

SUBJECT: U.S. Commission on Civil Rights

Carmelo Melendez from the Chicago office of U.W. Commission on Civil Rights has invited me to participate in a conference or workshop to be held August 21, 1981 at the Earl Browne Center at the U. of M. Enclosed is a list of your advisory members that will be working in this area (names that are starred). David Rivera and Rodney McGee met with Tony Bouza today and they asked me to join them. Tony's schedule will not allow him to attend the workshop, however, he will appoint Ray Presley to represent him. The meeting was very worthwhile and touched on \*the distribution of services, employment/recruitment, use of force and police officers training.

Of 44 CETA Programs, 30 were terminated, 10 remain. Breakdown: 4 Black, 1 Hispanic, 2 Indians and 3 White females.

\*The above issues will be discussed in detail at the workshops. I informed David and Rodney of the newly appointed Hispanic Advisory Committee and of the subcommittee that will be working with Tony on some of the problems.

IGB:dg



UNITED STATES COMMISSION ON CIVIL RIGHTS

MIDWESTERN REGIONAL OFFICE  
230 South Dearborn Street, 32nd Floor  
Chicago, Illinois 60604  
Telephone (312) 353-7371

July 27, 1981

Ms. Irene Gomez-Bethke  
Administrative Aide  
127 City Hall  
Mnpls., MN 55415

Dear Ms. Bethke:

The Minnesota Department of Human Rights and the Minnesota Advisory Committee to the U.S. Commission on Civil Rights will sponsor the "Mobilization on Police Practices" in the Twin Cities. The Mobilization will focus on the following four issues: Distribution of Services, Employment, Use of Force/Police-Community Relations, and Police Officer Training. The goals of this joint effort are to: develop a concrete approach for resolving problems in these four areas; and establish lines of communication between police departments and the community.

The initial preparation for this Mobilization has been done by the Minnesota Advisory Committee in its investigation of Police Practices in the Twin Cities. The Committee released its finding on July 9, 1981, in a report entitled Police Practices in the Twin Cities which will be mailed in advance to participants. This report reviewed the problem areas noted above. The data came from public officials at all levels of government, including the police, and from discussions with community organizations and other concerned citizens. The recommendations of the report will be the starting point for the Mobilization.

The success of this Mobilization depends on the participation of citizens, leaders and public officials. For your convenience we are enclosing a form for you to indicate whether or not you want to participate, and if so, the particular area in which you want to work. Upon receipt of this form we will send you a copy of Police Practices in the Twin Cities and additional information of the Mobilization.

If there are any questions please contact David Rivera, 612-872-6892 or Rodney McGee, 612-894-5811. We look forward to hearing from you.

Sincerely,

*Lupe Lopez*  
Lupe Lopez, Chairperson  
Minnesota Advisory Committee