



Minneapolis Police Department Policy and Procedure Manual

Number:
1-400

Volume One – Departmental Management

Rank Structure and Supervision

1-406 Responsibilities and Duties of Supervisors

(12/28/01) (09/19/08) (09/15/23) (xx/xx/xx)

I. Purpose

Supervisors play a critical role in the success of the Minneapolis Police Department (MPD) by shaping, demonstrating, and reinforcing a positive and effective organizational culture that supports MPD's mission, vision, values, and goals (P&P 0-102), including maintaining standards of accountability.

A. Supervisors must effectively lead their subordinates by using the proper skills to guide, train, and mentor them, and hold them accountable when necessary. The success or failure of MPD is largely determined by the performance of its personnel, whose effectiveness is, in turn, significantly influenced by the caliber of their supervisors.

1. Supervisors guide MPD's performance of tasks and direct the efforts of members into an organized effort.
2. Proper supervision is crucial for maintaining a professional level of competence in MPD operations.

B. The purpose of this policy is to:

- Ensure supervisors effectively manage and lead their subordinates by leveraging the proper skills to guide, train, and mentor them, support their health and wellness, and initiate the disciplinary process when necessary.
- Serve as a resource for supervisors and members across different ranks, outlining the responsibilities and duties of supervisors.
- Establish a framework for proactive support and accountability of MPD members.

C. This policy outlines the general duties and responsibilities of supervisors. Other policies contain specific requirements for supervisors that relate to specific situations. Appendix: Supervisor Duties in Other Policies is available as a reference to general types of duties contained in other policies; members should review those policies for the exact language and requirements.

II. Supervisory Responsibilities and Accountability

Supervisors play a critical role in emphasizing the humanity, dignity, and civil rights of people, ensuring that discriminatory policing is not tolerated, and that law enforcement actions taken and force used are legal, consistent with MPD policy, and do not erode community trust in MPD.

- A. Supervisors shall model appropriate conduct and consistently demonstrate professionalism, honesty, integrity, courtesy, and respect, exemplifying the Department's Mission, Vision, Values, and Goals (P&P 1-102).
- B. Each supervisor shall know whom they are supervising at all times (P&P 1-402).
- C. Supervisors hold authority over subordinates to ensure Department directives are fulfilled, and are responsible for the behavior, actions, inspection, evaluation, and professional growth of those within their immediate control. This includes ensuring that members respect the humanity, dignity, and civil rights of all people, and that discriminatory policing is not tolerated (P&P 5-104).
- D. Effective leadership requires building trust with subordinates through leadership, counseling, direction, and support. Supervisors must promote their subordinates' best performance and demonstrate a commitment to the communities they serve.
- E. Supervisors are accountable for the quality of their supervision, including the effective identification of and response to misconduct, and ensuring members engage in respectful interactions with community members. They shall be held to a higher standard than their subordinates.
- F. Supervisors' performance evaluations will reflect the fulfillment of supervisory duties, consistent with applicable collective bargaining agreements.
- G. Supervisors who fail to effectively supervise may be subject to and should expect discipline, up to and including discharge.

III. Delegation of Authority and Duties

- A. Duties may be delegated to another member with equivalent authority; however, the responsibility or accountability for results remain with the original supervisor.
- B. All supervisors are accountable for their use or failure to use delegated authority.

IV. Responsibilities of All Supervisors

Supervisors shall:

- A. Provide close, effective supervision that enforces MPD's core values.
- B. Review, support, and carry out all directives, policies, and procedures established by the Chief, including conveying to subordinates the intent and spirit of orders and directives.
- C. Set expectations for members to follow MPD policy and local, state, and federal law, and ensure laws and MPD policies are not ridiculed by members.
- D. Require that members work actively to engage the community and increase public trust in MPD.

- E.** Identify and recognize positive efforts by members to engage with the communities they serve.
 - 1. This includes, formally or informally, members who demonstrate a commitment to procedural justice, de-escalation, and non-discriminatory and impartial policing. (Also see P&P 2-301.05 Excellence in Tactics and De-Escalation Award).
- F.** Comply with MPD policies and set an example for subordinates.
- G.** Determine subordinates' work assignments and objectives, including assigning, reviewing, assessing, guiding, assisting, and providing direction in the daily work of subordinates to promote high standards of performance.
- H.** Proactively support the wellness of subordinates.
 - 1. Supervisors should be knowledgeable about support services available to members (P&P 3-501) and shall portray these services in a manner that encourages participation and minimizes stigma.
- I.** Meet with members under their direct command at least monthly and more frequently as needed, to provide guidance, mentoring, direction, and support regarding their performance and to identify opportunities for improvement. (Also see [VII])
- J.** Communicate with their assigned subordinates on a regular basis.
- K.** Make required duty to report notifications as necessary (P&P 2-101) and ensure subordinates follow the duty to report procedures and make required notifications to their chain of command.
- L.** Ensure that subordinates complete all required reports promptly, accurately and thoroughly (P&P 4-601).
- M.** Identify training and professional development needs and opportunities for their subordinates.
 - 1. Supervisors will use MPD's training data tracking system to identify which trainings their subordinates have attended, to ensure their subordinates have attended all mandatory trainings, to identify any gaps in the subordinate's training history, and to monitor training results. (P&P 2-501)
- N.** Supervisors are responsible for the punctual attendance of all personnel within their command.
- O.** Conduct timely and accurate performance evaluations in accordance with P&P 2-200.
- P.** Make notifications to the chain of command in accordance with other policies (such as P&P 7-105 or P&P 7-202).
- Q.** Review and authorize subordinates' requests to work secondary employment in accordance with P&P 3-801.

- R.** Perform administrative duties as relevant and according to MPD policy, including but not limited to:
 - 1. Managing schedules, reviewing, and denying or approving overtime requests (P&P 3-701.05), consistent with the Limitations on Hours Worked policy (P&P 3-310).
- S.** Review the EIS profiles of all members under their direct command monthly (P&P 2-203).
- T.** Accept complaints (P&P 2-103) and speak to complainants who ask to file a complaint with the supervisor (see the guide: Accepting a Complaint).
- U.** Facilitate their subordinates' appearance for misconduct investigation interviews when requested by the Office of Police Conduct Review (OPCR), Internal Affairs, or Human Resources (P&P 2-104).
- V.** Complete the steps in P&P 2-104 for matters referred for coaching.

V. Responsibilities of Sworn Supervisors

Sworn supervisors shall:

- A.** Ensure the safe treatment of people in MPD custody, including ensuring members provide any necessary medical treatment in accordance with P&P 7-350.
- B.** Ensure subordinates only use objectively reasonable, necessary, and proportional force (P&P 5-301), and follow the other requirements and prohibitions covered in the use of force policies (P&P 5-300).
- C.** Conduct thorough monthly check-ins with each member under their command (see section [VII]).
- D.** Conduct force reviews in accordance with P&P 5-303.
- E.** Review reports as required by policies such as P&P 9-113.

VI. Responsibilities of Patrol and Specialty Unit Supervisors

In addition to the responsibilities of all supervisors, patrol and specialty unit supervisors have additional responsibilities related to their positions:

A. Supervising and Monitoring Members

- 1. While on duty, supervisors shall respond in a timely manner to the scene of all serious incidents or incidents where multiple squads responded, to supervise members under their command, and to assist other units.

2. Patrol and specialty unit supervisors shall ensure that subordinates are in service, available for their duties, and are responding to calls as soon as possible (in accordance with P&P 7-103).

B. Responding to the Scene

When required by other policies (such as P&P 5-303), supervisors shall respond to the scene and follow the requirements of the applicable policies. See Appendix: Supervisor Duties in Other Policies as a reference.

1. Supervisors are normally expected to refrain from engaging in routine enforcement activities; instead, they should generally direct the response unless there is an urgent need to engage or when specifically required by policy.
2. Supervisors shall employ strategies and direct subordinates in de-escalation principles such as minimizing use of force.
3. Supervisors shall adhere to Department training for incident management.

C. Reviewing Reports

1. Patrol and specialty unit supervisors shall review reports for completeness and accuracy in accordance with MPD policies (see P&P 4-601 and P&P 4-602). This includes reviewing reports for stops, searches, citations, and arrests, in accordance with P&P 9-113.
2. Failure to conduct complete, thorough, and accurate reviews of members' enforcement-related contacts, including failure to identify and document prohibited, inappropriate, or unreasonable police enforcement activity, may result in the supervisor's review being forwarded to Internal Affairs for investigation, and may result in discipline.

D. Leading Regular Roll Calls as Applicable

1. If applicable by assignment, supervisors shall be present at regular roll calls and inform members of any emerging crime trends or member safety issues, all special duty assignments, orders, and instructions, to ensure that all duties and orders are fulfilled unless otherwise directed by the chain of command.
 - a. First-line supervisors may delegate the responsibility of leading roll calls to a lower-ranking member ([III]).

E. Communicating with Incoming Supervisor

Prior to completing their shift, supervisors shall share any relevant information about incidents, resources, or other concerns with the incoming supervisor.

F. FTO Responsibilities

Supervisors who are part of the Field Training Officer (FTO) Program shall complete their required duties in accordance with P&P 2-503 and the FTO SOP manual.

VII. Supervisor Monthly Check-Ins

Sworn supervisors shall conduct the required monthly check-ins as follows:

- A.** The supervisor shall provide guidance, mentoring, direction, and support to the members regarding their performance, and identify opportunities for improvement.
- B.** Prior to each check-in, the supervisor must review a minimum of three events that occurred since the last check-in involving stops or investigation detentions, searches, citations, or arrests, encompassing all reports and pertinent body-worn camera recordings, to assess alignment with MPD policy and assess proper documentation.
 1. If the member does not have three such events since the last check-in, the supervisor shall review as many as are available, and shall document in their review the reason the member did not have three events.
- C.** In the review, the supervisor shall identify any positive actions or deficiencies, including:
 1. Examples of positive interactions, skills and tactics, which the supervisor shall document in writing and then verbally convey to the member during the check-in.
 2. Stops or investigative detentions that appear to be in violation of MPD policy or law, including:
 - Those that appear unsupported by reasonable articulable suspicion (RAS).
 - Circumstances where members purport to justify the stop based on information or evidence discovered after the stop was initiated.
 3. Searches without legal justification or that are otherwise in violation of MPD policy or law, including those where members attempt to justify the action with post-initiation information or evidence.
 4. Citations or arrests that are unsupported by probable cause (PC) or are otherwise in violation of MPD policy or law.
 5. The use of only “boilerplate” or conclusory language, inconsistent information, lack of articulation of the legal basis for the action, or other indications that the reports or forms may contain information that was not accurate at the time it was reported.
 6. Lack of clarity regarding each MPD member’s specific role, including who observed, heard, or engaged with people during certain activities.

- D. The supervisor shall address violations or deficiencies in the member's enforcement contacts promptly. This involves providing feedback for improvement, recommending training, and making notifications to Internal Affairs when required by P&P 2-101.
- E. The supervisor shall document in their review their efforts and communication regarding the member's performance, challenges, and areas of growth.
 - 1. This includes documenting the incidents that may contain deficiencies ([VI-C] and [VI-D]).
- F. The supervisor shall appraise and analyze work accomplishments of the member.

VIII. Training

- A. All new sworn supervisors shall undergo the required MPD supervisory training within a reasonable time after a promotional assignment.
- B. All sworn supervisors shall attend annual MPD in-service training concerning supervisor responsibilities.
- C. MPD will offer a mentoring program for new sworn supervisors to help them better understand the requirements of their positions.
- D. MPD will offer training opportunities to Officers interested in promotional opportunities including mentoring by Sergeants and Lieutenants, peer ride-alongs, and shadowing for specialty units.

Glossary

Supervisor: Any member who is officially assigned to supervise other members.