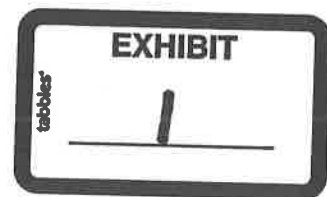


**THAO BODY CAMERA VIDEO**  
**(on flash drive)**



**THAO INTERVIEW**  
**(on flash drive)**



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## 1-100 Written Directives System

### 1-101 MPD POLICY AND PROCEDURE MANUAL ESTABLISHED (Completely revised 12/5/01)

(A-C)

This manual, referred to as the MPD Policy and Procedure Manual, is general in scope and is meant to inform and guide all employees on matters of department-wide concern. Any division that maintains rules to govern its internal operations shall keep such rules current. Such rules shall not conflict with this manual. All employees of the MPD shall comply with the policies, procedures and rules contained herein. All previous manuals and orders that are in conflict with the contents of this policy and procedure manual are rescinded.

If any section, subsection, item, clause or phrase contained in the Policy and Procedure Manual is found to be illegal, such finding shall not affect the validity of the remaining sections, subsections, items, clauses or phrases of the Policy and Procedure Manual.

### 1-102 NUMBERING SYSTEM USED IN THE POLICY AND PROCEDURE MANUAL AND REVISIONS (12/05/01)

A decimal system is used to number each volume, chapter, section, and subsection of the Policy and Procedure Manual in order to provide reference to all material.

A typical reference under this system would be "3-249.06."

- The "3" indicates the material is contained in the third volume (3-249.06).
- The "2" indicates the material is contained in Chapter 2 (3-249.06);
- The "49" indicates the material is contained in Section 49 (3-249.06);
- The ".06" indicates the material is contained in Subsection .06 (3-249.06).

Revisions in the manual shall be indicated in the following manner:

- When revisions are made within a paragraph, the revision date will follow the paragraph.
- For any new sections added, or when a section is completely revised, the revision date will follow the title line.
- When a section has been added, removed, or renumbered, subsequent sections shall be renumbered as necessary.

The revision date shall be the date when a Special Order becomes effective.

### 1-102.01 DISCIPLINARY SYSTEM USED IN THE POLICY AND PROCEDURE MANUAL (12/05/01)

A disciplinary system was implemented to provide a comprehensive, uniform discipline process to assist the Chief of Police in administering a final disposition of employee misconduct in an appropriate and timely manner.

Disciplinary categories or ranges are designated beneath the section numbers throughout the Policy and Procedure Manual. These disciplinary ranges denote the level or range of discipline for violation of the policy or procedure.

EXHIBIT

3

While the MPD Policy & Procedure Manual denotes the discipline category or range for a specific policy violation, disciplinary categories may be enhanced based upon previous sustained violations within the specified reckoning period (see Complaint Process Manual).

Disciplinary categories are listed below for violations of MPD policy and procedure:

Category "A": Training, counseling, documented oral correction.

Category "B": Written reprimand, documented oral reprimand, up to 40 hours suspension.

Category "C": Documented oral reprimand, written reprimand, up to 80 hours suspension, demotion.

Category "D": Up to 720 hours suspension, demotion, termination.

An *example* of the disciplinary range notation in the Policy and Procedure Manual is as follows:

## 1-101 POLICY AND PROCEDURE MANUAL ESTABLISHED

(A-C)

### **1-103 HOW TO ACCESS THE POLICY AND PROCEDURE MANUAL: EMPLOYEE RESPONSIBILITY (12/05/01)**

All MPD employees shall be provided instructions on how to access the online Policy and Procedure Manual. Employees shall be held accountable for knowing how and where to access the manual and for knowing the contents of the manual. Employees shall sign a receipt, acknowledging responsibility for knowing the contents of the manual and that they have received instructions on how and where to access the manual. Receipts shall be filed in the employee's Personnel File. Manual revisions are prepared by the Operations Development Unit

#### **1-103.01 REQUESTS FOR AMENDMENTS (12/05/01)**

Requests for revisions, additions, or deletions to the MPD Policy and Procedure Manual shall be forwarded to the Operations Development Unit supervisor. A final decision regarding any policy changes will be made by the Chief or his/her designee.

#### **1-104 KNOWLEDGE OF ORDERS (12/05/01)**

(A-C)

Employees shall be held accountable for knowing the contents of all orders and Administrative Announcements issued, including those that have been disseminated during their absence from work. The written and online publications shall be made available to all MPD employees for reference purposes.

#### **1-105 PERSONNEL ORDERS (12/05/01)**

Personnel Orders are issued only by the Chief of Police or a designated Bureau Head. They may be distributed to all or just specific precincts, units or divisions. Personnel Orders are issued to announce the following:

- The appointment of new employees
- The assignment or transfer of employees from one unit to another
- The promotion or demotion of employees from one rank to another
- Special Duty assignments
- Training assignments

- Career development
- Details
- Dismissal or reinstatement of an employee
- Resignation, retirement or death of an employee

The Commander of the Administrative Services Division or his/her designee may exercise limited authority to approve Special Duty Personnel Orders. This authority is limited to short-term Special Duty assignments that have been budgeted and approved by the employee's Commander. All out-of-town travel must be approved by the appropriate Bureau Head.

All Personnel Orders shall be color coded white and bear a serial number beginning with the letter "P," followed by a two-digit year, a hyphen, and a two-digit number of the order for that year. Example: P01-102 (Personnel Order 102 of 2001). To issue a Personnel Order, a serial number must be obtained from Training Unit staff, who maintains a log of Personnel Orders for tracking purposes. Maintenance of original Personnel Orders is the responsibility of MPD Human Resources. (04/01/93)

### **1-106 SPECIAL ORDERS (12/05/01)**

Special Orders are issued only by Research/Policy Development and are pre-approved by the Chief of Police, Assistant Chief or a designated Bureau Head. Special Orders are issued to announce new, revised, or deleted policies and procedures. (7/19/07)

Special Orders are sent to all precincts, units and divisions and are incorporated into the online Policy & Procedure manual. Special Orders are also sent via e-mail department-wide and employees shall be accountable for knowing the content of Special Orders.

The Commander of the Administrative Services Division or his/her designee may exercise limited authority to approve minor Special Orders when a Bureau Head is not available.

All Special Orders shall be color coded green and bear a serial number beginning with the letter "S," followed by a two-digit year, a hyphen, and a three-digit number of the order for that year.

Example: S01-005 (Special Order 5 of 2001). The Special Order log shall be maintained by the Research/Policy Development Unit. Maintenance of original Special Orders is the responsibility of the Research/Policy Development Unit. (7/19/07)

### **1-107 DISTRIBUTION AND READING OF ORDERS (12/05/01)**

(A)

Orders are issued to all affected precincts, units and divisions. They shall be read at each roll call the appropriate number of times so that all employees are notified and then placed in the precinct, unit or division loose-leaf binder. They shall be maintained for one year. Distribution will be noted on each document as follows:

- Distribution A: All precincts, units and divisions.
- Distribution B: Specified precincts, units and divisions.

### **1-108 ADMINISTRATIVE ANNOUNCEMENTS (12/05/01)**

(A)

Administrative Announcements are issued to announce general information. While not an order or policy change, directives in the Administrative Announcement shall be followed. The Chief of Police, Bureau Heads and precinct, unit or division commanders issue Administrative Announcements. Supervisors may issue an Administrative Announcement with their commander's permission.



























































































































