



# Discipline Matrix

Minneapolis Police Department  
**Internal Affairs Unit**  
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## Introduction

An effective discipline system is one that is based on the guiding principles of fairness, efficiency, and consistency. It should reflect the values of the Department while protecting the rights of both officers and citizens. The system should strive to encourage respect and trust among Department employees as well as with the community. The MPD is dedicated to upholding a culture of public accountability, promoting individual responsibility and maintenance of the highest standards of professionalism.

This discipline matrix has been developed through extensive research of best standards and is based on input from MPD command staff. This matrix is designed to accomplish the following goals:

- Better delineate conduct categories for specific policy violations.
- Outline specific discipline ranges within those categories and for specific policy violations
- Give notice to officers and the community of the likely sanction for a particular violation
- Identify acceptable mitigating and aggravating circumstance requirements
- Provide the framework for consistent discipline

The discipline matrix will outline specific and measurable policy violations. These violations, while not representative of all possible circumstances of misconduct, were identified as either common forms of misconduct or clearly identifiable forms of misconduct.

As has always been past practice, the Chief of Police or his designee retains the right to vary from this matrix as circumstances warrant.

**With the establishment of the MPD discipline matrix, employees are on notice that the Department intends to change any prior disciplinary practices and the discipline matrix is now the standard of discipline for the MPD effective with its issuance.**

### Imposition of Discipline:

The MPD will not impose discipline for infractions which are determined to be SUSTAINED beyond the reckoning period for that violation as defined by the MPD in the complaint process manual and policy and procedure manual.

## Mitigating and Aggravating Circumstances

The Department recognizes that every discipline situation is different and that an employee's actions and history may worsen or improve the overall picture of misconduct. The table below seeks to outline acceptable mitigating and aggravating factors; these factors must be cited in order to justify the discipline.

<b>Commendations</b>	<ul style="list-style-type: none"> <li>· Documented incidents of outstanding performance and service to the department/community.</li> <li>· Will include the previous five years commendation history.</li> </ul>
<b>Prior Discipline</b>	<ul style="list-style-type: none"> <li>· Includes prior sustained allegations and associated levels of discipline (within time limits) and any other notations regarding the specific behavior in question as outlined in supervisory notes (recent training and/or warnings specific to the behavior).</li> </ul>
<b>Seniority</b>	<ul style="list-style-type: none"> <li>· Seniority will be weighed against the behavior in question based upon the factors surrounding the incident, such as experience, training, culpability, and circumstances of the event.</li> </ul>
<b>Rank</b>	<ul style="list-style-type: none"> <li>· Employees of higher rank may be held to a higher standard of conduct and knowledge of departmental policies based on the virtue of their positions.</li> </ul>
<b>Circumstances (Of the Incident)</b>	<ul style="list-style-type: none"> <li>· Was the employee involved in legitimate City business (i.e., responding to a call, making an arrest, etc.)?</li> <li>· Was the employee acting in the best interest of the department/ community and/or with due regard for safety?</li> </ul>
<b>Culpability</b>	<ul style="list-style-type: none"> <li>· An evaluation of the behavior should consider whether the employee acted intentionally or with knowledge that the behavior amounted to a violation of policy.</li> <li>· Did the employee recklessly disregard factors that a reasonable person would have considered or did the employee act negligently?</li> </ul>
<b>Employee Attitude</b>	<ul style="list-style-type: none"> <li>· What is the employee's attitude toward the behavior?</li> <li>· Discipline can only be effective if employees accept responsibility for their actions and continually strive to conduct themselves within the guidelines of department policy.</li> </ul>
<b>Performance Evaluations</b>	<ul style="list-style-type: none"> <li>· Includes both scheduled and unscheduled performance evaluations</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>· Any training specific to the behavior in question should be considered.</li> <li>· May be as simple as a review of policy or as formalized as structured classroom or other job-related training.</li> <li>· All training must be noted in supervisory notes and/or department training records.</li> </ul>
<b>Liability</b>	<ul style="list-style-type: none"> <li>· Actions that could cause the City money in civil liability defense</li> </ul>