

GENERAL ORDER

	Effective: March 16, 2018	Number: 18-30-002
	Subject: UNIFORM AND PERSONAL EQUIPMENT ISSUE & TURN IN - CVI	
	Reference: GO 30-003	
	Special Instructions: Rescinds GO 12-30-002	Distribution: A,B,F

I. PURPOSE

The policy of the Minnesota State Patrol is to maintain a high regard for the accountability of the uniforms and equipment utilized by Commercial Vehicle Inspectors (CVIs). This General Order establishes the procedure for the issuance, replacement, and turn-in of uniforms and other personal equipment for all CVIs.

II. PROCEDURE FOR ORIGINAL ISSUE

- A. During State Patrol CVI Candidate School, a representative will size each candidate and submit the size records to the Department of Public Safety (DPS) Warehouse.
- B. Each CVI candidate may be eligible to be issued the items listed in Addendum 1.

III. PROCEDURE FOR REPLACEMENT UNIFORM AND EQUIPMENT ORDERS

- A. CVIs will be allowed replacement items per the schedule below, to be provided as necessary in the month corresponding with the last digit of their badge number as shown below. Replacement of items outside of this sequence must be justified on the requisition form.

Last	Month	Last Digit	Month						
0	March	2	May	4	July	6	Sept	8	Nov
1	April	3	June	5	Aug	7	Oct	9	Dec

1. Annually:
 - 2 Utility Shirts (any combination, short or long sleeve) 2
 - Utility Trousers
 - 2 Dress Shirts (any combination, short or long sleeve) 2
 - Dress Pants
 - 2 Mock Turtleneck Shirts
 - 1 Necktie
2. Every three years:
 - 1 Black Winter Jacket
 - 1 Black Severe Weather Hat
 - 1 Black Spring/Fall Jacket
 - 1 Gray Insulated Coverall
 - 1 Rain suit
3. Additional uniform parts may be ordered on a need basis with justification and approval of the District Commander. Such items may include, but are not limited to:
 - a. High visibility vests
 - b. High visibility jackets
 - c. Mechanics gloves
 - d. Baseball style caps

- B. The District Commander or his/her designee shall order items described in this General Order and Addendum by submitting requisitions (include the stock numbers and description for each item) directly to the DPS Inventory System at <http://app.insider.dps.mn.gov/psws/Default.aspx?ObjectID=1>. All personnel are to be responsible for current uniform sizes and street addresses for delivery (P.O. Boxes are not sufficient information for use by delivery services).
- C. Upon receipt of uniform items, the member shall ensure that all items fit properly and are free from any manufacturer's defects. Members must return any unsatisfactory items within 14 days of receipt for replacement. The packing slip must be attached to any returned items. Specify if a new size is needed.
- D. Whenever an item appears defective because of improper manufacture or faulty materials, it shall be returned (with original tags if applicable) to the DPS Warehouse, along with a request for replacement and a description of the problem.
- E. Stolen, lost, damaged or worn out equipment will be replaced by requisition and a brief memo to the District Commander, explaining the circumstances of the replacement. See General Order 30-003 (Equipment, Use and Care) for information regarding reporting requirements.

IV. PROCEDURE FOR TURN-IN OF EQUIPMENT AND UNIFORM PARTS

- A. On or before the last day of employment, all members shall turn-in to the District Commander all issued equipment (new and used) listed on Addendum 1 of this General Order.
- B. The District Commander (or designee) shall deliver all uniforms and equipment listed on the turn-in sheet addendums as directed below. All items shall be returned from the district to the DPS Warehouse within one month of the last day of employment. A copy of the completed turn-in sheets shall be included with all uniforms and equipment returned to the DPS Warehouse.
 - Addendum 1 (Personal Uniform and Equipment Turn-In)
 - Addendum 2 (Electronic Equipment Turn-In)
- C. The District Commander will verify all squad equipment on Addendum 3 has been accounted for and turned in at the District Office. A copy of the completed turn-in sheet (Addendum 3) must be returned to the Fleet/Asset Lieutenant within one week of turn in. No parts or equipment will be traded or swapped without prior approval from Headquarters Fleet Section.

V. PROCEDURE FOR REPLACEMENT OF EQUIPMENT

Any items that are not turned in within 30 days of the last day of employment will be charged to the appropriate district. The DPS Warehouse shall maintain an up-to-date record of the issue, receipt and correct size of each item of uniform and equipment for each member. The DPS Warehouse shall also determine that each individual orders and/or receives only the items eligible for issue as outlined in Addendum 1 of this General Order.

Approved:

SIGNED 3/16/2018

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

MINNESOTA STATE PATROL

Addendum 1

Number: 18-30-002

PERSONAL UNIFORM AND EQUIPMENT TURN-IN

****Unless otherwise indicated, all items issued, both new and used, must be returned to the DPS warehouse****

UNIFORM ITEMS

Item	Stock #	Quantity Eligible	Quantity Returned	Explanation
Breast Badge		2		
Baseball Style Caps		2		
Black Severe Weather Hat		1		
Hard Hat or Bump Cap Insert		1		
Garrison Hat		1		
Rain Hat Cover		1		
MSP Hat Badge	09-4047	1		
Short Sleeve Shirts-Dress		2		
Long Sleeve Shirts-Dress		2		
Short Sleeve Shirts-Utility		4		
Long Sleeve Shirt-Utility		4		
Mock Turtlenecks		4		
Trousers-Dress		2		
Trousers-Utility		4		
Collar Insignia	11-	4		
Name Plates	N/A	2		
Neckties	09-	2		
MSP Tie Tack	09-4049	1		
Black Parka	19-	Varies		
Black Winter Jacket		1		
Black Spring/Fall Jacket		1		
High Visibility Yellow Jacket		1		
High Visibility Safety Vest		1		
Yellow Rain Gear	14-	1		
Simichrome Polish	09-4073	1		
Nylon Belt Liner		1		
Nylon Duty Belt		1		
Nylon Glove Pouch		1		
Nylon Flashlight Holder		1		
Nylon Portable Radio Holder		1		
Nylon Key Silencer		1		
Black Leather Velcro Belt		1		

PATROL UNIT EQUIPMENT

Item	Stock #	Quantity Eligible	Quantity Returned	Comments:
Phone Credit Card	N/A	1		
I.D. Card	N/A	1		
District Access Card	N/A	1		
Camera (Digital)	N/A	1		Retain at District
-Camera Bag	N/A	1		Retain at District
-Memory Card	N/A	Varies		Retain at District
-Rechargeable Batteries	N/A	Varies		Retain at District
-Battery Recharger (AC/DC)	N/A	1		Retain at District
Aluminum Ticket Book Holder (small)	03-8076	1		
Aluminum Ticket Book Holder (large, Henn. Co style)	03-8077	1		
Aluminum Form Holder	03-8075	1		
Portable Radio	N/A	1		Retain at District
Portable Radio Charger	N/A	1		Retain at District
Tire Depth Tread Gauge	N/A	1		Retain at District
Tire Pressure Gauge	N/A	1		Retain at District
First Aid Bag	02-031	1		
Glucose Tube	02-042	1		
Tourniquet holder		1		
Naloxone		2		For mobile inspectors only
Naloxone carrying case		1		For mobile inspectors only
Measuring Tape 100 Foot	N/A	1		Retain at District
Measuring Wheel (RolaTape)	03-5090	1		
Measuring Tape 16/25 Foot	N/A	1		Retain at District
Flashlight – Pelican or Streamlight	03-	1		
-Flashlight Charger	N/A	1		
-Orange Traffic Wand	03-	1		
One-Way Valve and Face Mask	02-028	1		
Lighted Safety Vest, battery, charger	04-	1		
Extension Cord 50 Foot	01-4022	1		
Jumper Cables	01-4032	1		
Shovel	01-4051	1		
Forms – 1821 and 1801		Varies		Retain at District

Employee: _____ I.D.# _____ Date: _____
 Signature

Supervisor: _____ Date: _____
 Signature

Received By: _____ Date: _____
 Signature of Warehouse Personnel

MINNESOTA STATE PATROL

Addendum 3

Number: 18-30-002

PATROL UNIT AND RELATED EQUIPMENT TURN-IN

FOLLOWING ITEMS TO BE TURNED IN AT DISTRICT 4700 OFFICE:

<u>ITEM:</u>	<u>Stock #</u>	<u>Asset #</u>	<u>Serial #</u>	<u>Comments:</u>
Squad Unit #: _____ • W/2 Keys	N/A		N/A	
Video System • WatchGuard & Body Mic. • w/Keys	01-2025			
800 MHz Radio (non-encrypted)	01-2200			
800 MHz Radio (encrypted)	01-2210			
Radar Unit (Circle One) • Stalker • Eagle	01-2085 N/A			
Spare Tire		N/A	N/A	
Fire Extinguisher	01-4024		N/A	
Voyager Fuel Card	N/A	N/A	N/A	
Portable Roto-Beam (Class B/C/D squads)	01-2036		N/A	
D/L Card Reader	N/A		N/A	
Portable Scales: • Scale 1	N/A			
• Scale 2	N/A			
• Scale 3	N/A			
• Scale 4	N/A			
• Scale 5	N/A			
• Scale 6	N/A			
Duffle Bag	N/A	N/A	N/A	
Seat Organizer	N/A	N/A	N/A	
Streamlight Stinger Flashlight • Flashlight Charger • Yellow Traffic Wand	N/A	N/A		
Radar Detector • Stalker RDD, or • Interceptor VG-2	N/A N/A			
Pyrometer	N/A			
Hydraulic/Floor Jack	N/A			
Diesel Fuel Test Kit				

Employee: _____
Signature

I.D.# _____ Date: _____

Supervisor: _____
Signature

Date: _____

GENERAL ORDER

 EQUIPMENT, USE AND CARE	Policy Number	30-003
	Effective Date	9/2/2025
	Last Review Date	9/2/2025
	Distribution	G
Related Policies		
Approved by:	Colonel Christina Bogojevic	

I. PURPOSE

To assure that all State Patrol issued and approved equipment is correctly used, readily available and properly maintained at all times. This policy establishes minimum requirements from the State Patrol's property management function.

II. RESPONSIBILITIES

- A. Maintaining stored agency property in a state of operational readiness is a responsibility of the person or unit to which the property is assigned.
- B. The Fleet and Warehouse section will provide administrative oversight for the State Patrol's property management function. The Fleet and Warehouse section will provide and maintain the following written documentation:
 1. Procedures for inventory and control of State Patrol property and equipment.
 2. Procedures for issuing/reissuing agency property to authorized users.
 3. Documentation describing the provision of clothing and equipment used by members in performing law enforcement functions.
- C. Members shall be responsible for the proper care and use of all supplies and equipment issued to them or any other state-owned equipment they may have occasion to use.
 1. No member shall use any equipment in a manner other than what it was intended for and he/she shall not abuse any equipment.
 2. Members shall maintain equipment in accordance with current instructions and in such a manner so as to keep it in good condition.
 3. Members shall see that all equipment not in active use will be properly stored so as to prevent loss or damage to the equipment.
 4. No member shall use, loan, or give away any state-owned equipment or supplies except as required in the performance of his/her official duties.
- D. Members damaging, losing, or having state-owned property stolen shall promptly report such damage or loss to their immediate supervisor. The District/Section Commander will see that the appropriate local law enforcement agencies are informed of all stolen equipment and will see that the items are entered in MINCIS and NCIC.
 1. The member shall complete a Stolen, Lost, Damaged or Recovered Report and submit it to his/her District/Section Commander. The Commander shall then email the form to *DPS_Patrol Asset. The Commander shall determine if:
 - a. The item was lost or damaged in the normal course of performing the job and no further action is necessary.
 - b. The member should be charged the estimated cost of the property lost or damaged due to negligence or disregard of policy.
 - c. If the determination is made that negligence is involved, the member will be notified in

writing by the District Commander. If the member will be required to reimburse the department for the loss, the member will be advised of the amount and the fact that he/she will be required to reimburse the department. Upon receipt of the notice, the member shall make a remittance payable to the Commissioner of Public Safety and submit it to his/her Commander for transmittal to Fiscal and Administrative Services.

- d. If any disciplinary action is taken in connection with loss or damage to property where the member is deemed to be negligent, the member may appeal the action taken by management through the avenues available in any disciplinary action.

III. COMPLAINTS

Members desiring to complain about the quality of supplies or equipment to be used, or to recommend adoption of other supplies or equipment, shall do so by written memo prepared in duplicate and submitted to the member's immediate supervisor.

IV. REPLACEMENTS

Members in need of new equipment or supplies shall request same from their immediate supervisor. The request will be forwarded to the District/Section Commander who will request them from the DPS Warehouse on a "Requisition for Supplies" (Form PS7009.)

V. PERSONAL ENDORSEMENTS

Members shall not endorse any specific brand of equipment or supplies in an official capacity without prior approval of the Chief.

VI. PATROL UNITS

- A. Members shall see that the patrol unit assigned to them contains all required supplies and equipment.
- B. Members shall see that such supplies and equipment are kept in designated locations, except where a variance has been granted by the Chief.

VII. UNAUTHORIZED EQUIPMENT PROHIBITED

Members shall not have any equipment of any type on their person or in their patrol unit unless it has been authorized by the Chief.

VIII. ALTERING EQUIPMENT

No equipment shall be altered or modified in any way unless specifically permitted by General Order or unless express approval is granted by the Chief.

IX. INSPECTIONS

Line inspections shall be conducted on an annual basis by all State Patrol supervisors as they perform their assigned duties to ensure that employees are adhering to agency directives, policies and orders. These ongoing inspection functions shall also ensure that all equipment is being carried, adequately maintained, and that each member has the necessary equipment to perform their assigned duties in the assigned patrol unit.

In addition to the inspections, unannounced inspections by Commanders and Lieutenants are expected to ensure employees comply with department requirements for personal appearance, proper uniform, and equipment maintenance. The personal inspection report form is located on the common drive and shall be used to record all such inspections. Completed forms are to be placed onto the Inspections folder.

X. TRADEMARK FOR PATCH/LOGO/BADGE

It is the intent of the Minnesota State Patrol to prevent any unauthorized use of our logo, patch, or badge. As such, images of these items have been trademarked and shall not be displayed or used on items produced by personnel unless permission is granted by the Colonel or designee. Authorized use may be granted by completing the Request for MSP Logo Use form. It is the requestor's responsibility to check if a Non-Disclosure Agreement (NDA) is on file with the vendor by contacting the Fleet Lieutenant. No employee may profit monetarily from the use of the MSP logo.

RELATED RESOURCE OR FORM

RESOURCE	TITLE
Form	Stolen, Lost, Damaged or Recovered Report
Form	MSP Logo Use form

APPROVAL

NAME	Colonel Christina Bogojevic
TITLE	Chief, Minnesota State Patrol
DATE	April 24, 2025

GENERAL ORDER



PATROL UNIT, OPERATION AND MAINTENANCE

Policy Number	25-30-004
Effective Date	2/7/2025
Last Review Date	2/7/2025
Distribution	A,B,C, E

Related Policies	N/A
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I. PURPOSE

To establish uniform guidelines for use and the maintenance requirements for Minnesota State Patrol units.

II. DEFINITIONS

- A. The following defines types of units driven by State Troopers:
1. Class A: This classification of vehicles is made up of pursuit rated vehicles that are fully marked and predominantly maroon in color. These vehicles shall be equipped with "State Patrol" designated license plates, and they must be marked in accordance with Minn. Stat. sec. [169.98, sub. 1](#). The markings on this class of vehicles shall include door shields on both of the front doors, and a unique unit number on the rear. This class of vehicles is equipped with emergency lights and a siren, and they must have a roof mounted light bar. This classification of vehicles is primarily used to enforce highway traffic rules and conduct uniform patrol duties.
 2. Class B: This classification of vehicles is made up of pursuit rated vehicles that are fully marked and predominantly maroon in color. These vehicles shall be equipped with "State Patrol" designated license plates, and they must be marked in accordance with Minn. Stat. sec. [169.98, sub 1](#). The markings on this class of vehicles shall include door shields on both of the front doors, and a unique unit number on the rear. This class of vehicles is equipped with emergency lights and a siren, but this classification does not have a roof mounted light bar. This classification of vehicles is primarily used to enforce highway traffic rules and conduct uniform patrol duties.
 3. Class C: This classification of vehicles is made up of pursuit rated vehicles that are specially marked and may be any color. These vehicles shall be equipped with regular series license plates, and marked in accordance with Minn. Stat. Sec. [169.98, sub 2](#) that covers specially marked patrol vehicles. The markings on these vehicles shall include a single door shield permanently affixed to the right front door. These vehicles are equipped with emergency lights and a siren, which may be concealed for discrete operations. This classification of vehicles is primarily used to enforce highway traffic rules, and it may not exceed ten percent of the total number of patrol vehicles used by the state patrol to conduct highway traffic enforcement and uniform patrol duties.
 4. Class D: This classification of vehicles is made up of pursuit rated vehicles of any color that are primarily used for administrative purposes. These vehicles shall be equipped with regular series license plates, but since the primary purpose of these vehicles is administrative, they are not required to have permanent markings. These vehicles shall be equipped with emergency lights and a siren, which may occasionally be used for general operations that require enforcement or an emergency response. If a vehicle in this classification is used for a general traffic enforcement detail or uniform patrol duties, a temporary door shield must be affixed to the right front door of the vehicle.
 5. Administrative Unit: This classification of vehicles is made up of vehicles of any color, that are primarily non pursuit rated or decommissioned pursuit rated vehicles. These vehicles shall be equipped with regular series license plates, and shall only be used for administrative purposes. These vehicles shall not be equipped with emergency lights or a siren, and they cannot be used for routine enforcement or patrol duties.

III. OPERATION

- A. State-owned patrol units are provided for use as official duty may require. State Patrol units shall not, at any time, be used for other purposes unless authorized by the district/section commander.
- B. State Patrol personnel primarily assigned to patrol duties shall utilize Class A, B, or C units unless otherwise directed by a supervisor.

- C. Class D Units must display a State Patrol Door Shield on the right front door during shifts where traffic enforcement or extraordinary enforcement is the primary goal. The shield may be magnetic and removed when not assigned to traffic enforcement-related shifts or details.
- D. No person or persons, except other State Patrol personnel or such persons as duty dictates, shall be transported in patrol units without the permission of a supervisor and notification to a Radio Communications Operator or Radio Communications Supervisor. All required paperwork shall be completed and submitted prior to any pre-approved ride-along shift (See GO 25-007 – Ride-Along Program). The person's emergency contact information shall be given to radio communications personnel prior to the start of the ride-along. State Patrol personnel shall make every reasonable effort to ensure all occupants in their patrol units abide by applicable seatbelt/restraint laws.
- E. State Patrol personnel SHALL NOT operate, on-duty or off-duty, any State Patrol unit in a careless or reckless manner or with a measurable blood alcohol concentration (zero tolerance) or measurable level of Tetrahydrocannabinol (THC).
- F. State Patrol units shall not be parked on a city street overnight.
 - 1. It shall be the member's responsibility to provide off-street parking facilities.
 - 2. When the patrol unit is left at the district/section office, state shop or other such facility while on vacation, days off or for unit repair, it shall be the responsibility of the member to ensure the safety/security of issued equipment.
- G. Administrative units shall not be used for patrol or enforcement activity, unless approved by a Regional Major.

IV. MAINTENANCE

- A. It shall be the responsibility of State Patrol personnel to service and maintain State Patrol units assigned to them in accordance with department policy and manufacturer's recommendations. As a convenience, a maintenance schedule is affixed to the inside cover of the unit service book and electronically available on the L: Drive (FLEET file).
- B. The following procedures shall govern the maintenance of patrol units:
 - 1. Employees of the vendor performing the unit maintenance may operate the unit for the purpose of diagnostics and taking the unit to/from the place of service.
 - 2. The member assigned to the unit is responsible for unit maintenance and repair, to include any warranty work from the vehicle manufacturer and/or outfitter. The work will be electronically tracked by Fleet and Asset Management. The member may record all repair and maintenance items in the unit service book.
 - 3. Unit maintenance over 45 minutes in length will be done only when a trooper has obtained a spare unit or by arranging for a drop off/pickup at the end and beginning of the work shift. Routine oil changes, light replacements, emergency tire repairs, and other emergency repairs can be done during the duty shift during non-peak travel hours (rush hours) with the notification of State Patrol radio communications and/or a State Patrol supervisor. All other repairs must be done outside of the shift. Routine brake replacement, such as the turning of rotors and replacement of brake pads, will not be considered an emergency repair.
- C. Members shall maintain all unit-assigned equipment in proper working order. It shall be the duty of each member to make certain that all such equipment is available in the unit in proper working condition, and those replaceable items are replaced.
- D. Members shall maintain patrol units as issued with respect to equipment. At no time shall any member add, alter or remove equipment without the approval of the district/section commander.

RELATED RESOURCE OR FORM

RESOURCE	TITLE
Minn. Stat. sec. 169.98	Police, Patrol, or Security Guard Vehicle
GO 25-007	Ride-Along Program and forms

APPROVAL

NAME	Colonel Christina Bogojevic
TITLE	Chief, Minnesota State Patrol
DATE	February 7, 2025

GENERAL ORDER

	Effective: May 13, 2016	Number: 16-30-005
	Subject: FIREARMS POSSESSION: OFF-DUTY REQUIREMENT AND AUXILIARY AUTHORIZATION	
	Reference: General Order 30-007, 18 USC §926B	
	Special Instructions: Rescinds General Order 09-30-005	Distribution: A,B,C

I. POLICY

The policy of the Minnesota State Patrol is to allow members to carry a department-issued handgun while off-duty when in conformance with federal and state laws, local ordinances, and department policy. In addition, members are allowed to carry a personally-owned handgun while off-duty or an auxiliary firearm on-duty:

- with approval from the Firearms Coordinator and the Chief of the State Patrol
- when in conformance with federal and state laws, local ordinances, department policy, and the requirements of the firearms authorization

II. DEFINITIONS

A. On-duty

For purposes of this General Order, a member is considered to be on-duty when engaged in an assigned work shift, or the authorized use of the uniform and/or Minnesota State Patrol vehicle.

B. Off-duty

For purposes of this General Order, all member actions not defined as on-duty will be considered off-duty.

C. Certified Firearms Instructor

A certified firearms instructor is a member who has received sufficient, formal firearms instructor training as recognized by the State Patrol Firearms Coordinator.

III. GENERAL REQUIREMENTS

A. Manufacturers

Only firearms of equal or exceeding quality to our issued service weapons will be considered for department approval, providing that they are within the caliber restriction as stated in the Off-Duty/Auxiliary Firearm Authorization form (PS-01879).

B. Limit

No more than two off-duty/auxiliary firearms may be department-approved annually for each member.

C. Expiration

IV. RESPONSIBILITIES

A. Members

1. Members desiring to carry their personally-owned firearm while off-duty or an auxiliary firearm on-duty must submit a completed Off-Duty/Auxiliary Firearm Authorization (PS-01879) form to a certified MSP Firearms Instructor.
2. Auxiliary Firearms
 - a. Members are permitted to carry one department-approved firearm as an auxiliary firearm while on-duty.
 - b. While considered on-duty and carrying an approved auxiliary firearm, members shall also carry their department-issued firearm.
 - c. An auxiliary firearm shall be safely secured and concealed from public view.
3. Qualification

- a. Applicants for Off-Duty/Auxiliary Firearm Authorization must demonstrate proficiency with the specified firearm as determined by the Firearms Coordinator.
 - b. Members using personally-owned firearms are required to qualify annually in addition to regular firearms qualifications requirements.
 - c. Members must provide their own ammunition for auxiliary firearms and shall qualify with the exact ammunition and holster that they will be utilizing that meets department approval.
 - d. Members shall have all off-duty/auxiliary firearms annually inspected by an MSP Firearms Instructor, including ammunition.
4. No specific limitations are imposed on firearms carried for purposes of hunting or participating in shooting events except that members shall obey all applicable federal/state laws (including 6, below), local ordinances, and department policies that relate to the carrying and use of firearms.
 5. Firearms shall not be left unsecured in a visible location in a vehicle.
 6. The carrying of a handgun off-duty is strictly prohibited when there is a detectable level of alcohol or a controlled substance.
 7. When a member is off-duty and carrying a firearm, they shall conceal the firearm from public view and shall have an MSP Trooper Identification card on their person. The MSP badge is recommended to be readily available.
 8. Department-issued firearms are not to be used for off-duty secondary employment-related activities outside the department.
 9. Department-issued firearms shall only be carried in the appropriate department-issued holster.

B. Firearms Instructors

1. Only certified MSP Firearms Instructors are authorized to qualify and recommend authorization to the Firearms Coordinator.
2. Upon witnessing the applicant's proficiency with the firearm, the certified Firearms Instructor shall recommend or not recommend authorization and forward the form to the Firearms Coordinator.
3. Firearms Instructors shall annually inspect all off-duty/auxiliary firearms and ammunition for cleanliness, serviceability, and policy conformance.

C. Firearms Coordinator

1. Review all Off-Duty/Auxiliary Firearm Authorization applications for approval. The original will be maintained in a department Off-Duty/Auxiliary Firearm Authorization file by the State Patrol Firearms Coordinator.
2. Create qualification standards and courses for auxiliary firearm requests.

D. Chief of the State Patrol

1. May grant the approval of other types of firearms during special duty or events.
2. May rescind department approval for any off-duty/auxiliary firearm or authorization.

<p>Approved:</p> <p>SIGNED 5/13/2016</p> <hr/> <p>Colonel Matthew C. Langer, Chief Minnesota State Patrol</p>

GENERAL ORDER

	Effective: May 1, 2006	Number: 06-30-006
	Subject: RAPID IDENTIFICATION SYSTEM	
	Reference:	
	Special Instructions:	Distribution: A,B,C,D, E

I. PURPOSE

To set guidelines for the troopers' use of Rapid Identification devices used for the capture of fingerprints and access to the State of Minnesota's Rapid Identification System.

II. DEFINITIONS

A. Automatic Finger Identification System (AFIS)

The Minnesota Bureau of Criminal Apprehension's fingerprint system for identification of individuals in the criminal justice system.

B. Computerized Criminal History Data (CCH)

All data maintained in criminal history records compiled by the Bureau of Criminal Apprehension and disseminated through the criminal justice information system, including but not limited to, fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, custody and supervision data.

C. Rapid Identification System

A subsystem of the Automatic Fingerprint Identification System (AFIS) that is capable of searching submitted index finger fingerprints and returning identification and/or criminal history data in a short time, typically less than three minutes.

D. Rapid Identification Device

A portable, hand-held device capable of collecting and transmitting two-fingerprint data directly to the AFIS system via wireless networks.

III. POLICY

The Rapid Identification equipment is designed to aid law enforcement personnel in the identification of persons through the evaluation of two fingerprints.

Two-fingerprint identification systems can be used as a preliminary identification tool; however, all ten fingerprints are required for a positive identification. Rapid Identification data is only an aid to the identification of a person. Information received from the Rapid Identification System shall not be used as the sole grounds for establishing probable cause for arrest, but must supplement other evidence and observations of the trooper at the scene. Troopers operating a Rapid Identification Device or accessing Rapid Identification data shall ensure that the constitutionally protected rights of the party being tested are not violated, and that any subsequent arrest is based upon probable cause.

Only personnel trained in Rapid Identification Device use, through approved courses, shall be authorized to operate this equipment and have access to Rapid Identification data. Troopers who use the Rapid Identification System in a manner inconsistent with this policy, other policies or data practices statutes will be subject to discipline procedures.

IV. PROCEDURE

To obtain access to the Rapid Identification system, the trooper must complete any required classes and pass appropriate testing, if required. If the trooper does not pass the test(s), the trooper will not be eligible for access to the Rapid Identification System. Rapid Identification systems may be used to verify the identity of suspects, victims or witnesses with no identification documents; or those in possession of identification documents whose accuracy or authenticity are questioned by the trooper.

Rapid Identification Devices capture data and images that are transferred via wireless networks directly to the BCA AFIS CCH records center. The devices operate only in the coverage area of the wireless carrier for the particular device. Using the device outside of the area of its primary assignment may result in coverage problems.

The Rapid Identification Device is shipped with two batteries and a charger kit. The battery life is approximately 3.5 hours of continuous use or up to 8 hours of intermittent use.

Troopers must ensure that the device is properly charged and ready for use.

Troopers shall document the use of Rapid Identification System on a Field Report. Such report must include the elements giving rise to reasonable suspicion and probable cause to arrest.

Approved: Signed 05/01/2006 _____ Colonel Mark A. Dunaski, Chief Minnesota State Patrol	I have read and understand this General Order. _____ Signature
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GENERAL ORDER

 ISSUED FIREARMS AND RELATED EQUIPMENT	Policy Number	30-007
	Effective Date	9/2/2025
	Last Review Date	9/2/2025
	Distribution	A,B,C
Related Policies		
Approved by:	Colonel Christina Bogojevic	

I. POLICY

It is the policy of the Minnesota State Patrol to ensure all members follow safe operating procedures and statutory requirements when utilizing firearms

II. DEFINITIONS

- A. Certified Agency Armorer: A certified firearms instructor who has completed armorer certification.
- B. Certified Firearms Instructor: A member who has received sufficient, formal firearms training as recognized by the Statewide Firearms Coordinator.
- C. Director of Training: Individual hired to serve as the commander for the Training and Development Section.
- D. Statewide Firearms Coordinator: Individual hired to oversee the Minnesota State Patrol's firearms program including operations, training, safety protocols, and ensuring compliance with regulations and best practices. The firearms coordinator is responsible developing, implementing, coordinating the firearms program, and assisting with training programs. This includes maintaining detailed records of issued equipment, employee training, monitoring of instructor performance, and developing program performance measures.

III. WEAPONS – ISSUE AND CARRYING

- A. Carrying Handgun
 - 1. Unless otherwise authorized by the chief, all members must carry department-issued, standard frame, semi-automatic pistol in the appropriate department-issued holster.
 - 2. For issued pistols equipped with light:
 - a. The light may be used anytime a trooper has their firearm appropriately drawn during a high risk (e.g. subject searches or serving arrest warrant where the person is reasonably believed to be armed, high risk traffic stops, etc.) or deadly threat event and the light is needed to illuminate the target area. Troopers should consider whether activating the light is appropriate based on the totality of circumstances, considering the light can also alert a suspect of one's exact location.
 - b. The light shall only be removed from the firearm by a certified agency armorer, who will inspect them annually.
 - c. After first ensuring the firearm is unloaded and safe, batteries in the light shall be charged, when necessary, without removing the light from the firearm.
 - d. The light shall only be used in those situations where it is appropriate to have a firearm drawn and the light provides a tactical advantage. The light shall not be used as a substitute for a flashlight during any other time.
 - 3. For issued pistols equipped with optics:
 - a. The optic shall only be removed from the firearm by a certified agency armorer.

- b. The optics will be inspected by an agency armorer annually.
- c. After first ensuring the firearm is unloaded and safe, when necessary, batteries in the optic shall be changed.

B. Rifle

Members shall transport rifle(s) locked in the squad mount provided. Rifles shall be secured in the squad mount with an empty chamber with the bolt forward, safety latch set in the “safe” position, and the ejection port cover closed. Magazines shall be loaded with the issued duty ammunition and inserted into the magazine well. The spare magazine should be stored in an area that is easily accessible to the trooper.

When the squad will be unattended for an extended period of time in a place accessible to the public (e.g. airport parking, body shop, etc.), members should safely secure their rifle in another location. The rifle shall be unloaded and secured to present unauthorized access.

Regarding rifle care, the following shall be followed:

- a. The optic shall only be removed from the rifle by a certified agency armorer.
- b. The optics will be inspected by an agency armorer annually.
- c. After first ensuring the firearm is unloaded and safe, when necessary, batteries in the optic shall be changed.

C. Qualification

- 1. Only members who have demonstrated proficiency in the use of agency-authorized weapons be approved to carry such weapons. This includes cadets, who first must qualify before carrying.
- 2. Firearms qualification is the responsibility of the director of training and shall be conducted by a certified firearms instructor in a process overseen by the statewide firearms coordinator.
- 3. In addition to approved live fire training, all members shall qualify with the issued firearms at least two times per year.
 - a. Members authorized to carry an off-duty weapon shall comply with the qualification requirements of at least two times per year as well.
- 4. Firearms qualification and training records shall be maintained by the director of training. The records shall be completed for each qualification and/or training shoot to include:
 - a. course of fire,
 - b. dates of qualification, and
 - c. presence or simulation of low light and/or inclement weather conditions.
- 5. Troopers returning to duty from a leave of absence will be required to requalify when it reasonably appears necessary as determined by the director of training or if they have missed their qualification date.

D. Flight Restrictions

Members must comply with Transportation Security Administration (TSA) and the Federal Aviation Administration (FAA) regulations when carrying firearms on commercial airline flights.

IV. AMMUNITION, STORAGE, AND CARE OF FIREARMS

A. Ammunition

Ammunition for duty pistol(s) and rifle will be issued by the State Patrol. Only department-issued ammunition shall be carried or fired in department-issued firearms. All reserve ammunition shall be stored in a cool, dry, secure safe place.

B. Storage

State Patrol members shall not leave any unsecured firearm unattended at any place or time. Under no circumstances shall a firearm be left in a public place or available to unauthorized persons.

1. Members of the Minnesota State Patrol will be issued gunlocks to be utilized with their department-issued pistol. Use of the department-issued lock is encouraged.
 2. When practicable, members should store their department-issued pistol, with the MSP gunlock engaged, in a vault, safe, locked drawer, etc. The key or combination to this secured location should also be securely stored away.
 3. When the other secure storage devices are not available, members of the State Patrol should unload their department-issued pistol and lock the weapon utilizing the MSP issued gunlock when they are off-duty.
 4. Members shall comply with MINN. STAT. 609.666; safe handling and storage of firearms when off duty.
- C. Cleaning and Maintenance
- Routine cleaning and maintenance of firearms shall be the responsibility of individual members. All firearms issued and/or carried shall be regularly cleaned and inspected for proper functioning according to the training plan.
1. Members should field strip firearms for thorough cleaning. Cleaning and lubricating all issued weapons as instructed should take place quarterly, after live fire training and if the weapon(s) have been exposed to inclement weather.
 2. Only the issued cleaning solvents and lubricating oils should be used to clean and maintain the members' issued weapons.
 3. Further disassembly is prohibited except when performed by a certified agency armorer.

V. REPAIRS AND MODIFICATIONS

A. Repairs

All repairs to issued weapons and related equipment must be authorized, coordinated, and documented through the State Patrol firearms coordinator. Troopers should notify their district/section commander of the need for repairs, the district/section commander will coordinate such repairs with the firearms coordinator.

B. Modifications and Accessories

1. All modifications or accessories to any issued weapons or related equipment must be authorized in advance by the firearms coordinator and the chief using the Request for Weapons Modification or Accessory Form. The form shall be submitted through the district/section commander to the State Patrol firearms coordinator.
 - a. Only agency-approved grips may be used. If a grip needs replacement, it will be provided by the agency and installed by a certified firearms instructor.
 - b. Any modifications or accessories to any issued weapons or related equipment must be purchased by the State Patrol. No personally purchased accessories or modifications are allowed.
 - c. Specialized equipment, reasonable accommodations, and pilot projects will also require advance approval using the same form and process as noted in item one.
2. The firearms coordinator will maintain records of all authorized requests and make them available to district/section commanders.

VI. USE OF FIREARMS

A. Discharge of a Firearm

1. The intentional discharge of a firearm towards a person or vehicle shall be construed as deadly force and subject to the provisions of General Order 10-027: Use of Force, and of Minnesota Statutes 609.065, 609.066 and 629.33.
2. Discharge of a firearm is allowed for practice, qualification or match competition at a police range or other suitable location which will not result in danger to persons or property.
3. Discharge of a firearm is allowed to dispatch vicious or seriously injured animals when other means of disposition are impractical pursuant to General Order 20-004: Injured Animals.

B. Ear and Eye Protection/Soft Body Armor

Ear and eye protection, in addition to soft body armor shall be used when conducting firearms training. Ear protection shall include foam ear plugs as well as earmuffs. Members shall keep ear and eye protection available in their patrol unit, with use required when practicable.

C. Reporting Requirements

1. Required Public Safety Statement

When a firearm is discharged in the line of duty other than for training purposes or dispatching of an animal, members shall immediately notify their immediate supervisor. A Field Report and Use of Force Report will be submitted as soon as possible. Such report shall include, in addition to other appropriate data:

- a. identifying information on any injured persons,
- b. approximate number of rounds fired by the member(s),
- c. witness information, and
- d. suspect information.

At the discretion of the chief, members may submit a formal statement in lieu of a field report with approval from their District/Section Commander. When granted, the request must be documented by the regional major. Involved members must complete applicable pursuit or use of force reports regardless of decisions made for written reports and statements.

2. Any unintentional discharge of a firearm shall be immediately reported to the member's supervisor (or if at Centralized In-Service Training to the In-Service Supervisor). A TraCS report shall be submitted as soon as practicable thereafter. The supervisor shall forward the report to the firearms coordinator and the appropriate major for review.
3. In addition to 1 and 2 above, any discharge or a firearm in another state shall be reported to the local law enforcement authority.
4. In all instances of the above, the Bureau of Criminal Apprehension (BCA) reporting requirements outlined in General Order 10-027: Use of Force, Sec. X.(B.)3 and 4 shall be followed.

D. Discipline

Any careless, flippant or casual use or display of a firearm constitutes grounds for discipline.

VII. PURCHASE OF A DUTY FIREARM

State Troopers may be allowed to purchase a surplus gun used by them in the course of employment if the member is leaving employment with the Minnesota State Patrol in good standing. The Minnesota State Patrol is prohibited from selling a firearm to members after they have left Minnesota State Patrol service.

A. Member Responsibilities

1. Submit a completed Surplus Gun Buy-Back Form through the district/section commander to the firearms coordinator.
2. If leaving employment with the Minnesota State Patrol, the member must submit the buy-back form by email to the firearms coordinator and copy their district/section commander no later than 30 days prior to their last duty day.

B. Firearms Coordinator

1. Review submitted Surplus Gun Buy-Back Forms for recommendation and forward to chief with that recommendation.
2. Upon receiving approval from the chief, note the removal of the firearm from the department inventory and keep records of all firearms transferred.

C. Chief

1. Review Surplus Gun Buy-Back Form for action.
2. Upon approval, establish the value in conjunction with the Commissioner of the Department of Administration.
3. Maintain delegated authority from the Commissioner of the Department of Administration to sell surplus firearms.

GENERAL ORDER

	Effective: August 18, 2023	Number: 23-30-008
	Subject: UNIFORMS AND PERSONAL GROOMING, TROOPERS	
	Reference: Addendum 1	
	Special Instructions: Rescinds General Order 22-30-008	Distribution: A,B,C

I. POLICY

The policy of the Minnesota State Patrol is to develop and maintain a uniform dress and grooming code for all sworn personnel. Appearance reflects the professionalism of the organization and clearly identifies to the public the presence of a Minnesota State Patrol Trooper.

II. AUTHORIZED UNIFORM ARTICLES

A. Authorized Uniform

The authorized uniform issue, per member, shall consist of (but not limited to) the following:

1. Jackets
 - a. Maroon Winter
 - b. High Visibility
 - c. California (if issued)
 - d. Parka (if issued)
2. Raincoat, pants, and hat cover
3. Trooper straw hat
4. Trooper felt hat
5. Maroon severe weather hat
6. Black neckties and tie tack
7. Long-sleeve shirts
8. Utility long-sleeve shirts
9. Short-sleeve shirts
10. Utility short-sleeve shirts
11. Mock turtleneck (optional)
12. Trousers
13. Utility trousers
14. Duty belt with buckle and issued accessories (belt keepers, Sam Browne belt, magazine carrier, handcuff carrier, baton carrier, flashlight ring, chemical irritant carrier, holster, "D" rings, radio belt loop, glove pouch, body microphone holder, tourniquet holder [optional], cell phone carrier [optional], and Taser holster [if issued a Taser])
15. Body worn camera (BWC)
16. Blouse
17. Snow pants and liner
18. MSP brass
19. Rank insignia brass (upon promotion)
20. Breast badge
21. Name plate
22. Hat badge
23. Whistle and chain
24. Trooper hat accessories (gold braids with acorns and hold-down straps)
25. Reflective safety vest

26. Black non-designed stockings (furnished by member)
27. Concealable body armor (furnished by member, see General Order 30-024 for reimbursement)
28. Rifle plate carrier, plates and accessories
29. Black plain-toe uniform shoes or boots in conformance with V. B. (furnished by member)
30. Winter boots
31. Balaclava
32. Pilot's wings insignia (pilots only)
33. Award service bar(s) (award recipients only)
34. Other approved pins (see Section III. B(6))
35. Mourning band (only when authorized)
36. Additional uniform items approved by the Chief and District/Section Commander for field operations and specialized assignments (e.g., Honor Guard, Aviation, Crash Reconstruction, SRT, Mobile Field Force, Commercial Vehicle Inspection).

B. Winter Uniform Classification (November 1 through March 31)

1. Class A (Dress)
 - a. Felt trooper hat with accessories and badge
 - b. Blouse with whistle and chain, nameplate (no "serving since" plate), breast badge, collar insignia, epaulet rank insignia for Lieutenants and above
 - c. Long-sleeve shirt with collar insignia or rank insignia and black necktie with tie tack
 - d. Trousers
 - e. Duty belt, buckle, holster, service handgun, "D" rings with Sam Browne belt and the following accessories including their carriers:
 - 1) magazine case, placed vertically on the holster side at the front of the belt
 - 2) handcuff case, placed on the opposite side of the holster and toward the front. Handcuff straps are not permitted on the Class A uniform.
 - f. Black uniform shoes or boots and black stockings in conformance with V. B.
2. Class B (Work)
 - a. Felt trooper hat with accessories and badge
 - b. California style jacket with whistle and chain, name plate (no "serving since" plate), breast badge, collar insignia, and epaulet rank insignia for Lieutenants and above (if issued)
 - c. Maroon winter jacket or high visibility jacket with name plate (no "serving since" plate), breast badge, and epaulet rank insignia for Lieutenants and above
 - d. Long-sleeve shirt with collar insignia or rank insignia, nameplate, "serving since" plate, breast badge and black necktie. During a funeral or other designated ceremony, the BWC will not be worn and a tie tack will be worn in its place. The BWC will be worn when traveling to and from ceremonies. An issued mock turtleneck may be worn in lieu of the necktie while engaged in patrol duties. The mock turtleneck may not be worn and a neck tie is required to be worn for court, district meetings, inspections, training, media or public presentations, or other administrative duties. When wearing the mock turtleneck while on patrol duty, troopers shall have a tie on hand in the event that they are called into court, training, or other administrative duty.
 - 1) only the top button of the uniform shirt may be left unbuttoned when wearing a mock turtleneck
 - 2) no insignia or marking on the collar of the mock turtleneck may be visible when worn under the uniform shirt when the collar is buttoned
 - e. Body worn camera, except as noted in section d
 - f. Trousers
 - g. Duty belt, buckle, holster, service handgun, belt keepers, and the following accessories including their carriers: handcuffs, magazines (wearer preference of direction), flashlight (if carried), baton (if carried), Taser (if issued), chemical irritant (if carried), issued wireless device, tourniquet holder (if carried), issued cell phone (if carried) and portable radio

- h. Black uniform shoes or boots and black stockings in conformance with V. B.
 - i. Cold weather suit (issued snow pants or snowmobile suit), authorized winter hat, and/or parka during severe winter weather.
3. Class C (Special use)
- a. Long-sleeve utility shirt with collar rank patches, name patch, and badge patch
 - b. Utility trousers
 - c. Duty belt, buckle, holster, service handgun, belt keepers, and the following accessories including their carriers: handcuffs, magazines (wearer preference of direction), flashlight (if carried), baton (if carried), Taser (if issued), chemical irritant (if carried), issued wireless device, tourniquet holder (if carried), issued cell phone (if carried), and portable radio
 - d. Black uniform shoes or boots and black stockings. Alternative footwear may be authorized for training or special assignments.
 - e. Body worn camera
 - f. Issued winter boots and balaclava if designated

C. Summer Uniform Classification (April 1 through October 31)

1. Class A (Dress)
- a. Straw trooper hat with accessories and badge
 - b. Long-sleeve shirt with collar insignia or rank insignia, nameplate, "serving since" plate, breastbadge, and black necktie with tie tack. During a funeral or other designated ceremony, the BWC will not be worn and a tie tack will be worn in its place. The BWC will be worn when traveling to and from ceremonies.
 - c. Trousers
 - d. Duty belt, buckle, holster, service handgun, and the following accessories including their carriers:
 - 1) magazine case, placed vertically on the holster side at the front of the belt
 - 2) handcuff case, placed on the opposite side of the holster and toward the front. Handcuff straps are not permitted on the Class A uniform.
 - e. Black uniform shoes or boots and black stockings in conformance with V. B.
2. Class B (Work)
- a. Straw trooper hat with accessories and badge
 - b. Short-sleeve shirt with collar insignia or rank designation, name plate, "serving since" plate, and breast badge
 - c. Whenever a T-shirt or similar undergarment is worn with a short-sleeve shirt as part of the summer uniform, the T-shirt or undergarment shall be of a v-neck design so that no portion of the undergarment is visible above the shirt collar and that no portion of the undergarment is visible below the uniform shirt sleeves
 - d. Body worn camera
 - e. Trousers
 - f. Jacket when dictated by weather conditions
 - g. Duty belt, buckle, holster, service handgun, belt keepers, and the following accessories including their carriers: handcuffs, magazines (wearer preference of direction), flashlight (if carried), baton (if carried), Taser (if issued), chemical irritant (if carried), tourniquet holder (if carried), issued cell phone (if carried) and portable radio
 - h. Black uniform shoes or boots and black stockings in conformance with V. B.
3. Class C (Special use)
- a. Short or long-sleeve utility shirt as designated with collar rank patches, name patch, and badge patch
 - b. Body worn camera
 - c. Utility trousers
 - d. Duty belt, buckle, holster, service handgun, belt keepers, and the following accessories including their carriers: handcuffs, magazines (wearer preference of direction), flashlight (if carried), baton (if carried), Taser (if issued), chemical irritant (if carried), issued cell phone, tourniquet holder (if

- carried) and portable radio
- e. Black uniform shoes or boots and black stockings. Alternative footwear may be authorized for training or special assignments.

III. DRESS STANDARDS

A. General Requirements

1. Each member shall be dressed in the appropriate department issued uniform unless a specific exemption has been provided by the District/Section Commander.
2. Class C uniforms will only be worn as described in section B-7 or for specific assignments and when designated by Central Headquarters.
3. At no time shall other clothing, equipment, or accessories not addressed in this General Order be worn as a visible part of the uniform while on-duty unless the Chief has granted prior authorization.
4. Seasonal change as identified with Summer and Winter Classification will prevail.
5. Issued uniforms, equipment, and accessories shall not be worn off-duty unless prior authorization has been granted by the District/Section Commander.

B. Additional Requirements

1. The trooper hat shall be worn at all times for all normal day-to-day patrol activities unless otherwise stated or authorized by a supervisor. It will be worn at all times out-of-doors except as stipulated by written directives or when decorum dictates its removal. The hat shall be removed when going indoors except when required by troopers on special assignment or so ordered by a supervisor. Hats shall be put on or taken off when crossing the threshold into the building. Hats need not be worn when in the patrol unit.
 - a. The hat will be worn straight away, tipped slightly to the front. The hat badge shall be fastened through the manufacturer's grommet.
 - b. Accessories to the hat include the hat badge, braids, and acorns. The hat braids shall be placed along the joint of the brim and crown with no space between the two braids. The end of the braid shall be even with the outside edge of the smaller end of the acorn. The acorns shall be placed side-by-side and with the forward edges of both even with the edge of the brim of the hat. See addendum for example.
 - c. In the event of precipitation, both the straw and felt hat shall be protected with the issued hat cover.
 - d. Troopers may wear the authorized severe weather hat in lieu of the trooper hat only when on foot while engaged in duties during severe winter weather. It may not be worn for court, district meetings, inspections, training, media or public presentations, or other administrative duties. In such cases, the trooper hat shall be available in the patrol unit for use when not directly exposed to the elements, and in no event shall the authorized severe weather hat be worn into or while in any building.
2. The fold edge of the uniform shirt and zipper shall form a straight continuous line. This shall be referred to as the gig line.
3. The leather duty belt with accessories shall be worn at all times when in uniform as required in this General Order unless otherwise directed by the District/Section Commander. The duty belt buckle shall be centered over the gig line.
4. Concealable Soft Body Armor

The following provisions are applicable after October 1, 2011. Any trooper not able to acquire appropriate armor by this date must request a temporary exemption from the Chief via their chain-of-command.

 - a. Concealable soft body armor is required to be worn by sworn members while engaged in field activities or when conducting firearms training with live ammunition unless exempted as follows:
 - i. The trooper has a certifiable medical condition that would preclude wearing body armor

- ii. The trooper is involved in undercover or plainclothes work the member's supervisor determines could be compromised by wearing body armor, or
- iii. When the Chief (or designee) determines that circumstances make it inappropriate to mandate wearing body armor.

Note: Specialized field assignments or activities, such as SRT or Mobile Field Force events, may require alternate body armor in lieu of the concealable soft body armor required by this section.

- 5. Field activities are assignments or tasks that place or could reasonably be expected to place troopers in situations where they would be required to act in enforcement rather than administrative or support capacities.
- 6. All concealable body armor must:
 - i. Comply with protective and related requirements prescribed under current standards of the National Institute of Justice
 - i. Provide a minimum protection of Level 2
 - ii. Not be expired
 - b. All components of the soft body armor must be worn.
 - c. The concealable body armor must be worn under the uniform shirt (no external carriers allowed) and any portion showing must be tan in color.
 - d. Troopers not engaged in field activities shall have their body armor readily available.
- 7. Rifle plate carrier, (2) plates and accessories
 - a. Accessories
 - i. Tourniquet holder & tourniquet
 - ii. AR-15 rifle magazine holder
 - iii. Medical pouch containing "stop the bleed" equipment
 - iv. Body Worn Camera mount
 - v. State Patrol ID tags (front & back)
 - b. The rifle plate carrier, plates and accessories are intended to be donned by sworn members while engaged in active threat events involving or potentially involving gun fire.
 - c. The carrier shall be worn with the issued rifle plates and accessories.
 - d. Adding additional equipment to the carrier, not issued by the agency, is prohibited.
- 8. The wearing of additional clothing (i.e. sweatshirt, sweater, or vest) worn under uniform clothing is permissible providing such additional attire is not exposed and does not present a bulging appearance.
- 9. Uniformed members may wear a maximum of two authorized pins providing the height and width do not exceed $\frac{3}{4}$ inch. Members may wear only *one of each* authorized pin as a regular visible part of the uniform as illustrated in the addendum. No pins are to be worn on the blouse. The Chief may approve other pins at any time. The following pins are authorized for general wear:
 - 1) American Flag
 - 2) POW/MIA
 - 3) MSPTA Insignia
 - 4) Tim Bowe Memorial Pin
 - 5) Ted Foss Memorial Pin
 - 6) DRE
 - 7) SRT
 - 8) CVSA
 - 9) Eagle Squadron
- 10. Utility uniforms for patrol duty
 - Utility uniforms (e.g., cargo pants and alternate shirts) may only be issued to those troopers who are currently NAST certified, K-9 Handlers, or to SRT members under the following circumstances:
 - a. NAST troopers may wear the utility style uniform pants and shirt only when performing commercial motor vehicle enforcement activities.

- b. K-9 Handlers may only wear the issued utility uniform when attending scheduled K-9 training.
- c. The SRT Commander is authorized to direct the wear of utility uniforms by team members for team activities.
- d. Cargo uniform pants may not be worn at any other time not listed above.

IV. INSIGNIA AND AUTHORIZED ARTICLES

A. Service Bars

Members shall wear a service bar for each five years of service on their blouse and California style jacket. Such bars shall be centered on the outer part of the left sleeve in a horizontal position with the lower edge of the lowermost service bar four inches above the lower edge of the sleeve as illustrated in the addendum. Service bars shall be sewn to the sleeves with maroon thread.

B. MSP and Collar Insignia

1. The MSP insignias shall be worn on the blouse and California style jacket lapels by all personnel as illustrated in the addendum.
2. All members shall appropriately wear shirt collar insignia on class A and B uniforms. Shirt collar insignia shall be as follows:
 1. Trooper—MSP
 2. Trooper First Class—Single brass chevron or MSP
 3. Corporal—Double brass chevron or MSP
 4. Station Sergeant—Triple brass chevron
 5. Technical Sergeant—Triple brass chevron with single rocker
 6. Chief Warrant Officer 2—Single silver bar with two black squares
 7. Chief Warrant Officer 3—Single silver bar with three black squares
 8. Chief Warrant Officer 4—Single silver bar with four black squares
 9. Lieutenant—Single silver bar
 10. Captain—Double gold bar
 11. Major—Gold oak leaf
 12. Assistant Chief—Silver oak leaf
 13. Chief—Silver eagle
3. The rank insignia for all ranks shall be worn as follows:
 - A. Colonel and trooper (“MSP”) insignia shall be worn diagonally on the collar with the lower, outer edges of the insignia just inside of the collar stitching.
 - B. Insignia for lieutenant colonels and majors shall be worn diagonally on the collar, centered off the point of the collar with the widest part of the clusters ½-inch from the outer edges of the collar.
 - C. Insignia for captains, lieutenants and warrant officers shall be placed in a position parallel to and centered on the lower edge of the collar and ½-inch above the lower edge of the collar.
 - D. Insignia for troopers first class, corporals, sergeants and technical sergeants shall be placed in a diagonal position, centered off the point of the collar with the lower corners of the insignia one-half inch from each outer edge of the collar.
 - E. On the class C and utility uniforms, rank insignia for sergeants and above will be worn on the collar with edges of the patch aligning with the stitching on the collar, located as pictured in the addendum.
4. Members above the rank of Warrant Officers shall wear rank insignia on the blouse and jacket in addition to the insignia on the shirt collar to indicate their rank. Insignia shall be centered on both epaulets of the blouse and jackets ½-inch from the outer edge as illustrated in the addendum. Sergeants and Technical Sergeants shall place the appropriate chevrons on the blouse, centered on the shoulder patch and ¾-inch below.

C. Gold Braid

Members above the rank of Warrant Officer shall wear a ½-inch band of gold braid on each sleeve of the blouse and California style jacket. The gold braid shall be three inches above the lower edge of the sleeve as illustrated in the addendum, and shall be sewn between the sleeve seams so that it is on the outer part of the sleeve only.

D. Nameplate

1. The nameplate shall be clearly readable.
2. The nameplate shall be worn one inch above the top of the left breast pocket and centered above the buttonhole of the blouse.
3. On the uniform shirt the nameplate and “serving since” plate shall be worn above the left breast pocket utilizing the sewn grommets.
4. The “serving since” plate is not worn on the Class A blouse or jacket.
5. Nametapes on the Class C and utility uniforms shall be sewn centered and 1/4 –inch above the right breast pocket. See addendum.

E. Whistle

All personnel shall position a whistle over the right breast pocket when wearing a blouse or California style jacket. The ring of the whistle shall encircle the thread of the button and shall be between the pocket and the pocket flap. The curved part (bulge) of the whistle shall be outermost, the flat part next to the pocket. The hook at the end of the whistle chain shall be hooked to the thread of the epaulet button on the right shoulder. The whistle chain shall extend from the button on the epaulet to the flap of the breast pocket. No chain shall be visibly hanging below the pocket flap.

F. Badge

The badge shall be worn on the left breast pocket flap of the blouse, jacket, and uniform shirt. The badge shall be attached to the pocket flap utilizing the metal or sewn grommets to the right of the pocket button equidistant between the outside edge of the pocket flap and the button in a manner that will cause the top of the badge to be even with the seam joining the pocket flap to the garment. The lower edge of the badge shall be horizontal.

G. Tie Tack

If worn, the tie tack shall be worn centered on the tie and level with the bottom edge of the pocket flaps. It shall not interfere with proper placement of a body worn camera.

H. Pilot Wings

Trooper pilots shall wear the metal wings insignia. The insignia shall be attached above the right breast pocket flap with the bottom most part of the insignia ½-inch over, centered, and parallel with the flap of the jacket, blouse, or uniform shirt. If the wings insignia is worn with the Award Service Bar, the wings insignia shall be attached ½-inch under, centered, and parallel with the bottom of the Award Service Bar(s).

I. Award Service Bar(s)

The Award Service Bar(s) shall be attached so the bottom of the bar is ½-inch above, parallel to, and centered over the right pocket flap on the uniform shirt. On the blouse and California style jacket, the Award Service Bar(s) shall be attached so the bottom of the bar is ½-inch above, parallel to, and centered over the top of the nameplate. The Award Service Bar(s) shall not be worn on the Minnesota style jacket.

1. The Award Service Bar(s) shall be attached so the darker color, when applicable, is to the outward side of the uniform shirt or blouse.
2. If a Service Bar has been awarded for both Meritorious Service and Life Saving, the bars shall be attached so they adjoin on one horizontal line with the Meritorious Service Bar on the inward side of the uniform shirt, jacket, or blouse. If awarded, the Valor Award Service Bar shall be attached above other service bar(s) and the Purple Heart Service Bar shall be attached below other service bar(s).
3. A number will be added for second and subsequent awards in either category.

J. Authorized Pin(s) or Emblem(s)

Authorized pin(s) or emblem(s) when worn shall be positioned straight on the right pocket flap, horizontally centered between the pocket flap button and the left edge of the pocket flap, and vertically centered between the bottom edge and the top edge of the pocket flap. When two pins are worn, the second pin shall be straight on the right pocket flap, horizontally centered between the pocket flap button and the right edge of the flap, and vertically centered between the bottom and top edges of the pocket flap.

K. Mourning bands

When mourning bands are authorized for wear, the issued ½-inch, solid black mourning band shall be worn on the badge of the uniform shirt, blouse, or jacket until authorization is removed. No other mourning bands are approved for wear.

L. Baseball Caps

State Patrol issued baseball style caps shall be worn only when on-duty and during times of authorized assignments or functions (e.g., vehicle inspection or weighing).

V. MAINTENANCE OF UNIFORM AND ACCESSORIES

A. Uniform

1. The uniform shall be maintained in a presentable condition at all times.
2. Uniforms and accessories will fit properly, be clean and neatly pressed, be free of stains, rips, tears, holes, frayed edges, missing buttons, and faded colors. Uniforms will be buttoned and zippered unless otherwise specified, pockets will not present a bulging appearance, and sleeve emblems will be securely sewn on the uniform.
3. Uniform repairs and/or alterations other than hemming trousers shall be made only upon permission granted by the District/Section Commander/designee. When approved, such expense may be paid with approved purchasing card. The District/Section Commander will have the available current, authorized expense list for alterations. Unauthorized alterations will necessitate payment for the altered garment by the individual.
4. All uniform articles shall be cleaned according to label instructions.

B. Accessories

A highly-polished luster will be maintained on shoes, belts, belt accessories, and metal parts of the uniform.

C. Inspections

Formal inspections shall be conducted on an annual basis by all State Patrol supervisors as they perform their assigned duties to ensure that employees are adhering to this general order. In addition to the formal inspections, unannounced inspections by Commanders and Lieutenants are expected to ensure employees comply with department requirements for personal appearance, proper uniform, and equipment maintenance. The personal inspection report form shall be used to record all such inspections. Completed forms are to be placed onto the Inspections folder on the common drive.

VI. ACCEPTABLE STANDARDS FOR PERSONAL GROOMING

A. General

1. The following minimum standards for grooming and maximum standards for hair, sideburns, and mustaches shall be complied with by each member.
2. Personnel will pay particular attention to personal cleanliness.
3. Anything not identified in this General Order that detracts from the professionalism of the organization will be addressed on a case-by-case basis.
4. Only the Chief or Assistant Chief may grant exceptions to these standards.
5. Nothing in this section is to be construed as prohibiting modifications necessitated

by deformity, injury, or medical/dental need.

B. Sworn Personnel (Male)

1. Hair
 - a. Shall be clean, neatly trimmed, and combed.
 - b. Shall be cut to present a tapered appearance and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in a normal erect position except for the closely cut hair at the back of the neck.
 - c. Shall not interfere with the proper wearing of any authorized uniform headgear.
 - d. The wearing of a wig or hair piece while in uniform or on-duty is permissible. If worn, it shall conform to the standards set forth in this policy.
2. Mustache
 - a. May be worn by sworn personnel.
 - b. If worn, shall be kept trimmed and clean.
 - c. No portion shall extend below the corners of the mouth, ½ inch beyond the corners of the mouth or below the vermilion border of the upper lip.
 - d. Shall not twist in an upward position or be curled with any wax applied.
3. Sideburns
 - a. Shall not extend downward beyond the lowest part of the ear opening.
 - b. Shall be trimmed and neat in appearance.
 - c. Sideburns shall not be uneven, flared, or bushy. Base shall be a clean-shaven horizontal line.
4. The face shall be clean-shaven except for sideburns and mustaches as defined above.
5. Jewelry
 - a. Jewelry which detracts from the professional appearance of a sworn member or which constitutes a safety hazard is not permitted.
 - b. No more than two rings (a wedding set is considered one ring) may be worn. The ring(s) shall be conservative and in good taste.
 - c. No earring(s) or visible body piercing of any type or design are allowed.

C. Sworn Personnel (Female)

1. Hair
 - a. The length, bulk, or appearance of natural hair shall not be excessive, ragged, or unkempt.
 - b. Shall be neatly groomed.
 - c. Shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture.
 - d. Shall be groomed in front so that it does not fall below the band of properly worn uniform headgear and shall be styled back away from the face.
 - e. May be worn slightly over the ears, but in no case shall the bulk or length of the hair interfere with the proper wearing of authorized uniform headgear.
 - f. Loose-hanging pony tails or braided pony tails are not permitted.
 - g. Long hair shall be pinned up in order to comply with c. above. Whenever the hair is pinned up, the bulk of the hair shall be positioned in a manner which will not interfere with the proper wearing of headgear.
 - h. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes which blend in with the hair color.
 - i. Hair styles which detract from the professional appearance of a sworn member are not permitted.
2. Cosmetics
 - a. Cosmetics, if worn, shall be of conservative color and worn in good taste.
 - b. Fingernail polish, neutral in color, may be worn.
3. Jewelry
 - a. Jewelry which detracts from the professional appearance of a sworn member or

which constitutes a safety hazard is not permitted.

- b. Earrings of small, inconspicuous design may be worn. Pierced earrings, if worn, shall be post-type with no loops or dangling attachments. No other visible body piercing(s) are allowed.
- c. No more than two rings (a wedding set is considered one ring) may be worn. The ring(s) shall be conservative and in good taste.

D. All Sworn Personnel

- 1. Fingernails shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.
- 2. Eyeglasses
 - a. Conservative prescription eyeglasses are authorized for wear.
 - b. Conservative prescription and non-prescription (non-mirrored) sunglasses are authorized.
- 3. Tattoos, Body Art, Body Modifications
 - a. Any members hired before 6-1-12 with existing tattoos as of 6-1-12 shall cooperate with the agency in photographing any tattoos exposed while wearing either the summer or winter uniform, if the member wishes not to conceal the tattoo while on duty.
 - i. District commanders shall forward photographs to the appropriate Major.
 - ii. The Chief retains the right to require members to conceal any tattoos deemed to be potentially controversial or of a nature that detracts from the professionalism of a uniformed member of the State Patrol.
 - iii. Members wishing not to be photographed for this purpose can do so provided they conceal all visible tattoos in accordance with this section.
 - b. Any changes, modifications, or additions to documented tattoos by members grandfathered into this policy as of 6-1-12, will require the entire tattoo to be concealed while on duty.
 - c. Any members hired after 6-1-12 shall conceal all visible tattoos while on duty.
 - d. Concealment shall be accomplished using a subtle and matching flesh-toned covering that does not detract from the professionalism of the State Patrol. Concealment by wearing the winter uniform during the summer uniform period is not permitted.
 - e. Aside from the exception for preexisting tattoos outlined above, no other body art or modifications are permitted to be visible while on duty. This includes, but is not limited to: tongue splitting or bifurcation; the complete or trans-dermal implantation of objects other than hair replacement; abnormal shaping of the ears, eyes or nose; abnormal filing or capping of the teeth; henna inking; branding or scarification; or piercings (other than permitted ear piercings).
- 4. Miscellaneous
Any item not mentioned in this General Order will be considered not authorized until it has been approved following chain of command procedures.

Approved:

SIGNED 8/18/2023

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

MINNESOTA STATE PATROL

Addendum 1

Number: 23-30-008

Sizing and Grooming Standards

Hat Size

Your hat size may be determined by measuring your head circumference at the position the hat band would normally rest. Convert that measurement to hat size by using the following chart:

If Nearest Number of Inches Is:	Your Hat Size Is:	If Nearest Number of Inches Is:	Your Hat Size Is:
18 3/4	6	22 1/4	7 1/8
19 1/8	6 1/8	22 5/8	7 1/4
19 1/2	6 1/4	23	7 3/8
19 7/8	6 3/8	23 1/2	7 1/2
20 3/4	6 1/2	23 7/8	7 5/8
20 1/4	6 5/8	24 1/4	7 3/4
21 1/8	6 3/4	24 5/8	7 7/8
21 1/2	6 7/8	25	8
21 7/8	7		

Shirt Size

Shirt size is determined by the neck measurement and sleeve length. The diagram to the right shows how the sleeve length should be determined. Sleeve length will increase slightly if the shirt is to be worn over a protective vest.

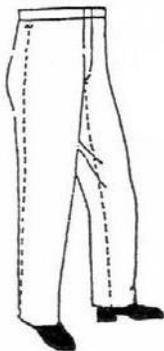


Jacket Size

Jacket size is determined by your height and chest circumference. The chest measurement should be a loose measurement over your uniform shirt and protective vest, if one is to be worn, and with the chest expanded. Your jacket length should be as follows:

If You Are	Order
5'5"-5'8"	Short
5'8"-6'0"	Regular
6'0"-6'3"	Long
6'4" +	X-Long

Pant Size



The diagram to the left shows how to measure for the inseam and outseam measurements. Measure the outseam measurement from the bottom of the waistband. The basic trouser is waist and inseam measurements. The trouser rise is the difference between the inseam and outseam.

If your rise measurement is 1/2 inch or smaller than "regular", order a short rise. If your rise measurement is 3/4 inch or more longer than "regular", order a long rise. Anyone with an inseam measurement of 35 inches or more should indicate the need for trousers in a "long" cut.

The chart to the right indicates what the “regular” rise would be for a given waist measurement (in inches):

Waist	Rise	Waist	Rise
28	9	37	10 1/8
29	9 1/8	38	10 1/4
30	9 1/4	40	10 1/2
31	9 3/8	42	10 3/4
32	9 1/2	44	11
33	9 5/8	46	11 1/4
34	9 3/4	48	11 1/2
35	9 7/8	50	11 3/4
36	10	52	12

Winter Class A Uniform

See Page 2 of the General Order for detailed list



Winter Class B Uniform

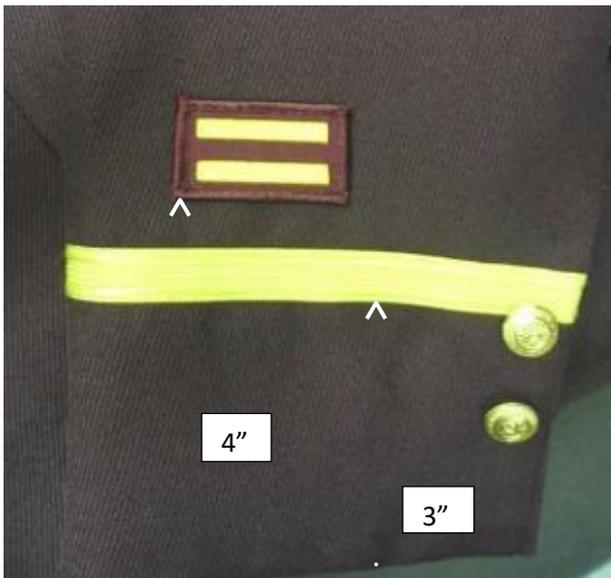
See Page 2 of the General Order for detailed list



Hat Badge, Braids, and Acorns



Accessories to the hat include the hat badge, braids, and acorns. The hat braids shall be placed along the joint of the brim and crown with no space between the two braids. The end of the braid shall be even with the outside edge of the smaller end of the acorn. The acorns shall be placed side-by-side and with the forward edges of both even with the edge of the brim of the hat.



Service Bars and Gold Braid

Members shall wear a service bar for each five years of service on their blouse and California style jacket. Such bars shall be centered on the outer part of the left sleeve in a horizontal position with the lower edge of the lowermost service bar four inches above the lower edge of the sleeve. Service bars shall be sewn to the sleeves with maroon thread.

Members above the rank of Warrant Officer shall wear a ½ inch band of gold braid on each sleeve of the blouse and California style jacket. The gold braid shall be three inches above the lower edge of the sleeve as illustrated in the addendum, and shall be sewn between the sleeve seams so that it is on the outer part of the sleeve only.

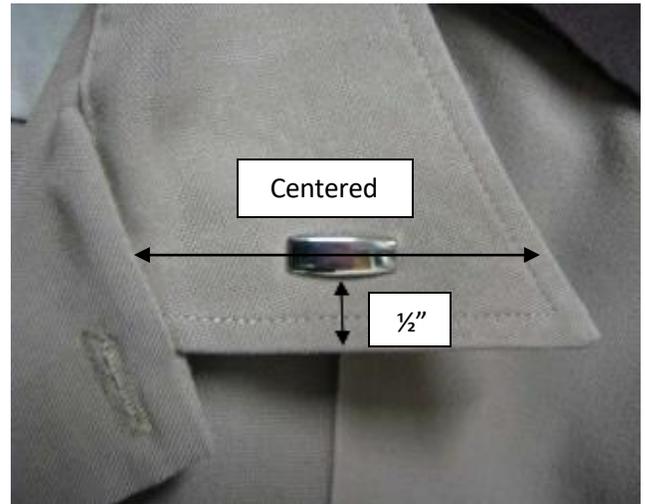
MSP Insignia

The MSP insignias shall be worn on the blouse and California style jacket lapels by all personnel as shown. Placement of the insignia on the lapel shall be one inch below and centered on the joint of the collar and the lapel.



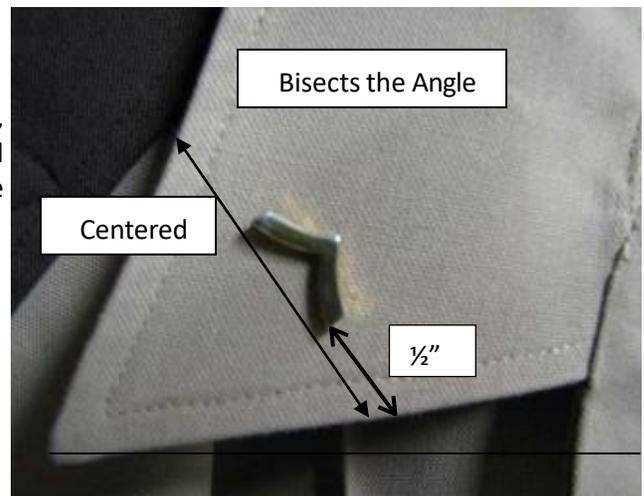
Shirt Collar Rank Insignia - Warrant Officer, Lieutenant, Captain

Shirt collar insignia for Warrant Officers, Lieutenants, and Captains shall be placed in a position parallel to and centered on the lower edge of the collar and 1/2" above the lower edge of the collar.



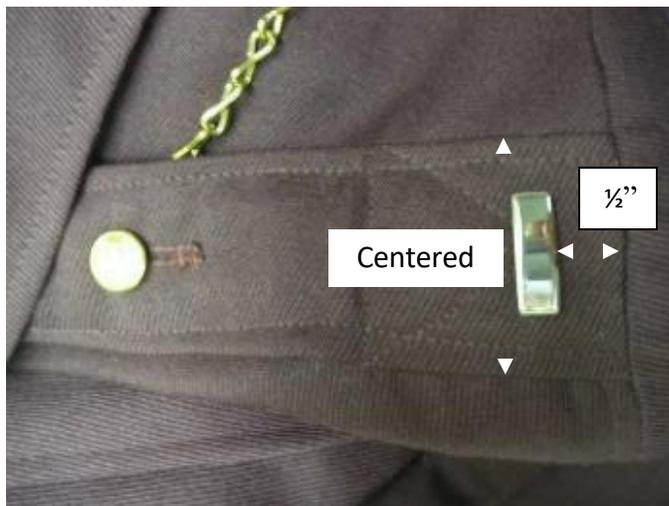
Shirt Collar Rank Insignia - All Other Ranks

Shirt collar insignia for all ranks except Warrant Officers, Lieutenants, and Captains shall be placed in a diagonal position, centered off the point of the collar and half the distance between each edge of the collar.



Rank Insignia on Epaulets – Warrant Officers and Above

Members above the rank of Warrant Officers shall wear rank insignia on the blouse and jacket in addition to the insignia on the shirt collar to indicate their rank. Insignia shall be centered on both epaulets of the blouse and jackets ½ inch from the outer edge as illustrated.



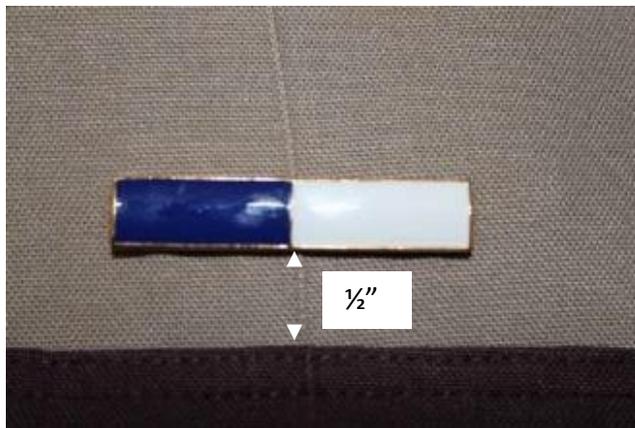
Award Service Bar (Blouse & California Style Jacket)

On the blouse and California style jacket, the Award Service Bar(s) shall be attached so the bottom of the bar is ½ inch above, parallel to, and centered over the top of the nameplate. The Award Service Bar(s) shall not be worn on the Minnesota style jacket.



Award Service Bar (Uniform Shirt)

The Award Service Bar(s) shall be attached so the bottom of the bar is ½ inch above, parallel to, and centered over the right pocket flap on the uniform shirt



Chevron Placement

Sergeants and Technical Sergeants shall place the appropriate chevrons on the blouse, centered on the shoulder patch and $\frac{3}{4}$ inch below.



Pilots' Wings and Award Bar

Trooper pilots shall wear the metal wings insignia. The insignia shall be attached above the right breast pocket flap, with the bottom most part of the insignia $\frac{1}{2}$ inch over, centered, uniform shirt. If the wings insignia is worn with the Award Ser under, centered, and parallel with the bottom of the Award Ser



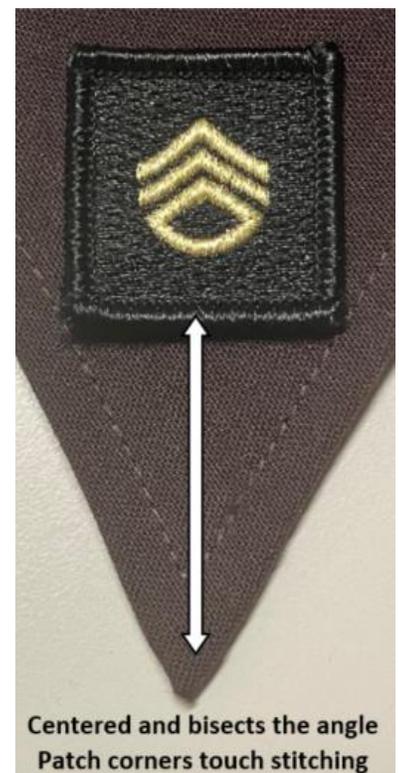
Nametape Placement

On all Class C and NAST uniform shirts, the trooper's Nametape shall be sewn centered and a quarter of an inch about the right breast pocket.



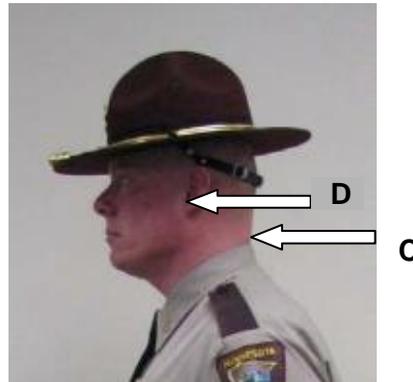
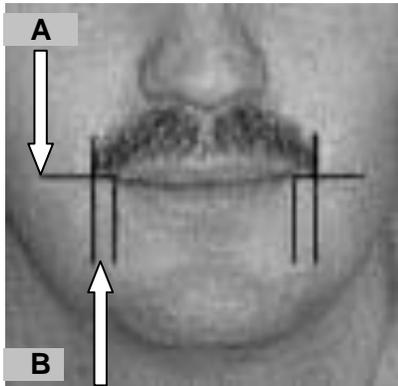
Rank Insignia

On the class C and utility uniforms, rank insignia for sergeants and above will be worn with the edges of the patch aligning with the stitching on the collar of the shirt, bisecting the collar or aligned with the bottom edge depending on rank.

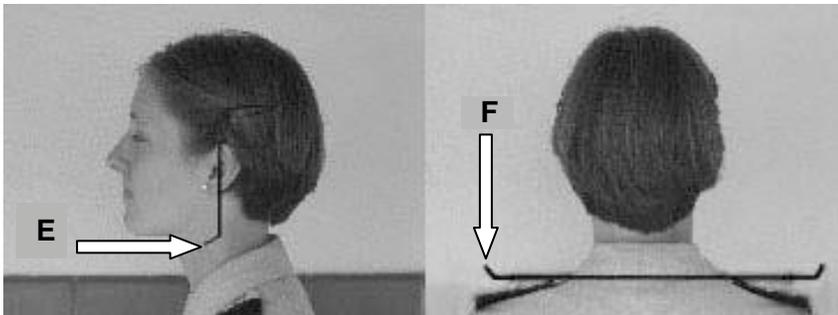


Men's Hair Length, Sideburns, Mustaches

- No portion of the mustache may be below the corner of the mouth (A), and may only extend ½ inch maximum beyond the corner of the mouth (B)
- A mustache may not extend below the vermillion border of the upper lip
- Sideburns shall be of even widths, not flared or bushy, maximum width will not vary by more than ¼ inch
- Hair shall not cover any part of the outside portion of the ears and may not touch the collar (C)
- Sideburns may not extend below the lowest opening of the ear (D)



Women's Hair Length



- Not more than ½ of ear may be covered (E)
- Hair may not be below the bottom of the collar (F)

GENERAL ORDER

	Effective: February 1, 2024	Number: 24-30-010
	Subject: PATROL UNIT EMERGENCY EQUIPMENT	
	Reference: M.S. 169.752	
	Special Instructions: Rescinds GO 15-30-010	Distribution: A,B,C,F,N

I. PURPOSE

To identify emergency equipment that shall be carried in State Patrol units. All equipment shall be carried in the locations specified by the Chief of the State Patrol. Equipment shall be secured in a manner to prevent it from shifting about or causing damage to radio equipment.

II. DEFINITIONS

State-Owned Vehicle: A vehicle owned by or leased to the state of Minnesota and used by the State Patrol.

State Patrol Unit (Patrol Unit): A marked or unmarked vehicle equipped with emergency lights, siren and radio that is utilized in patrol activities.

III. FIRST AID KIT AND BLANKET

Each patrol unit is required by Minn. Stat. sec. 169.752 to be equipped with and carry first aid equipment. The first aid kit shall be carried in the trunk of the patrol unit. Kits should not have any latex products in them.

First Aid Supplies:

- 1 Tourniquet
- 1 First Aid Kit soft pack 1
- Trauma Scissors 5½"
- 1 Pocket Mask and One Way Valve 4
- Non-latex/Nitrile Gloves
- 1 Card of Assorted Stainless Steel Safety Pins
- 1 Mask Combo/Foreshield
- 2 Dressing, Multi-Trauma, Large
- 3 48" Triangular Bandages
- 12 4" x 4" Sterile Dressings
- 12 5" x 9" Combined Pad
- 6 Bandage Stretch Gauze 4"
- 2 Bandage, Elastic, 2"
- 1 Bandage, Offset 2
- 3 Bandage, Offset 4
- 1 2" Roll Adhesive Tape
- 100 Individually-Wrapped Band-Aids, 1" wide
- 1 Bulb Syringe
- 2 Individually-Wrapped Disposable Emergency Blankets, 60" x 90", waterproof backing on one side, absorbent on reverse side
- 1 Biohazard Red Bag (garbage) 1
- Biohazard Kit (Protection)
- 1 Airway Kit (Adult/small adult, child/small child, etc.)

It shall be the responsibility of the member using material from the kit to replenish the supplies therein at the first opportunity. Such supplies as may be needed are available from the immediate supervisor upon request.

IV. FIRE EXTINGUISHER

Each patrol unit shall at all times be equipped with a state-furnished fire extinguisher properly charged and ready for use.

- A. Each extinguisher shall be carried in the trunk of the unit. Due care shall be given to placing the extinguisher so that it will not damage radio equipment by shifting about.
- B. The extinguisher may be used for any fire emergency. Its use is not restricted solely to the highways.
- C. Whenever a member attends an accident where flammable liquids have been spilled and there is a possibility of damage to persons or property should fire occur, they shall remove the extinguisher from the trunk and have it convenient for use. The safety pin should not be pulled unless a fire actually develops.
- D. It shall be the duty of the member discharging a state fire extinguisher to have it recharged at a place as a supervisor may direct.

V. FUSEES

Each patrol unit shall at all times be equipped with not less than six fusees. Fusees shall be carried in the trunk of the vehicle and shall be protected from moisture and from damage by other equipment.

- A. Fusees shall not be wasted or given away.
- B. Members shall light and display fusees as may become necessary for safety.
 1. Fusees should normally be used to warn motorists of unusual hazards upon the roadway which cannot be readily remedied.
 2. Whenever a hazard is present on the shoulder of a highway, the red or amber lights of the patrol unit are usually sufficient warning to the traffic in the area.
 3. Fusees should be used in addition to squad lighting to warn motorists (especially in limited visibility or poor weather conditions) and to merge away from an incident on the roadway that cannot be moved in a relatively short amount of time.
- C. Procedure
 1. To ignite, always strike away from body.
 2. Fusees should be placed in a pattern to move traffic away from the hazard.
 3. Fusees shall be placed at a sufficient distance from the hazard, with respect to the sight distance, to permit oncoming vehicles adequate time in which to merge or make a normal stop.
 4. A fusee may also be held in the hand and swung slowly from an extended horizontal position downward and up through an arc to the opposite horizontal position in a wigwag manner as a signal to stop. The place of motion of the fusee should be at a right angle to the approaching vehicle.
 5. Members handling lighted fusees shall use due care to avoid being burned by molten ash or igniting clothing.
 6. Fusees which have been extinguished should not be re-lighted because of danger of explosion.
 7. Spiked ends of used fusees shall be disposed of in a manner which will not endanger persons or property.

VI. OTHER REQUIRED EQUIPMENT

In addition to the previously-mentioned emergency equipment, each patrol unit shall be equipped with the following:

- A. Shovel
- B. Wrecking bar
- C. Wheel wrench

Note: Due to the high probability of causing structural damage when rendering tire aids to motorists, only jacks which are supplied by or recommended for use by the vehicle manufacturer shall be used.

- D. Tire disabling device
- E. Personal flotation device

F. Jumper cables and jump packs

1. When jumper cables are used to start a patrol unit, the connections must be made from the alternator side of the battery to the alternator side of the battery on the other unit first, then the ground connection may be made.
2. When using a jump pack to start a patrol unit, connect the positive (red cable) first and then the ground (black cable).
3. Never use a “quick charger” to start a patrol unit. This will damage the regulator and possibly the alternator. When charging a battery with a “quick charger,” be sure the battery cables are disconnected. It is not necessary to disconnect the cables for a “trickle charge.”

VII. PATROL UNIT—WINTER STARTING

- A. All patrol units are equipped with engine heaters and fifty-foot extension cords shall be requisitioned through the District/Section Office. It is the responsibility of each member to make use of the equipment during extreme cold weather to insure that the engine will start.
- B. All towing service to start units during cold weather shall be authorized by a District/ Section Commander. In each case, a memo attached to the purchasing card receipt shall be submitted through channels listing the reason(s) for the need of the tow service.

Note: The receipt issued for payment of the towing service will not be processed until the District/Section Commander has reviewed the case.

Approved:
SIGNED 2/1/2024
Colonel Matthew Langer, Chief Minnesota State Patrol

GENERAL ORDER

	Effective: May 20, 2022	Number: 22-30-011
	Subject: UNIFORMS AND PERSONAL GROOMING, COMMERCIAL VEHICLE INSPECTORS	
	Reference: General Orders 10-046, 30-002, and 30-003; Addendum	
	Special Instructions: Rescinds GO 15-30-011	Distribution: A,B,C,F

I. PURPOSE

To establish a uniform dress and grooming code for State Patrol Commercial Vehicle Inspector personnel.

II. AUTHORIZED UNIFORM ARTICLES

- A. The authorized uniform issue, per member, shall consist of (but not limited to) the following
1. Jacket (Winter Style)
 2. Jacket (Spring/Fall Style)
 3. Rain Suit
 4. Black Hat, Baseball Style, Solid.
 5. Dress Hat, Garrison Style
 6. Mock Turtle Neck Shirt, Black
 7. Black Necktie and Tie Tack
 8. Long-Sleeve Shirts, Dress
 9. Short-Sleeve Shirts, Dress
 10. Trousers, Dress
 11. Trousers, Utility
 12. 2" Black Velcro Belt
 13. Insulated Coveralls, Long Sleeve (Furnished by Member, reimbursed by policy)
 14. Utility Shirts, Short Sleeve
 15. Utility Shirts, Long Sleeve
 16. Rank Insignia-Brass (2)
 17. Breast Badge (2)
 18. Body worn camera
 19. Reflective Safety Vest
 20. Safety Hat
 21. Black Non-Designed Stocking (Furnished by Member)
 22. Black Plain-Toe Uniform Shoes or Boots (Furnished by Member, Steel if Reimbursed by Contract.)
 23. Award Service, Bar(s) (Award Recipients Only)
 24. CVSA Certified Pin
 25. Black Crew Neck T-Shirt (Furnished by Member)
- B. Winter Uniform Classification (November 1 through March 31)
1. Winter Dress to be worn for court or when designated
 - a. Black Winter Jacket, (no hood), with name plate and breast badge
 - b. Long-sleeve dress shirt with collar, insignia, nameplate, breast badge and black necktie with tie tack. During a funeral or other designated ceremony, the BWC will not be worn and a tie tack will be worn in its place. The BWC will be worn when traveling to and from ceremonies.
 - c. Body worn camera
 - d. Trousers, dress
 - e. 2" black Velcro belt
 - f. Black uniform shoes or boots and black stockings
 - g. Dress Hat, Garrison

2. Winter Work

- a. Black hat, baseball style, solid
- b. Black Winter Jacket (hood optional) with nameplate and breast badge
- c. Long-sleeve utility shirt (**Note:** Black Mock Turtle Neck shirt or black crew neck t-shirt shall be worn with long sleeve utility shirt.)
- d. Body worn camera
- e. Utility trousers
- f. 2" black Velcro belt
- g. Black uniform shoes or boots and black stockings
- h. Black overshoes during inclement weather, (optional)

Note: For safety and uniform cost considerations, while conducting inspections, the uniform shall consist of the Winter Work uniform with the following exceptions:

- (1) Insulated coveralls may be worn over the utility trouser and shirt.
- (2) The issued safety hat will be worn while conducting inspections and/ or portable weighing of commercial vehicles.
- (3) The issued reflective safety vest shall be worn, over the inspection uniform or insulated coverall while conducting inspections and/or portable weighing.
- (4) Steel toe, safety shoes shall be worn while conducting portable weighing of commercial vehicles.

C. Summer Uniform Classification (April 1 through October 31)

1. Summer Dress to be worn for court or when designated

- a. Short-sleeve dress shirt with collar insignia, nameplate, and breast badge
- b. Whenever a t-shirt or similar undergarment is worn with a short sleeve shirt as part of the summer dress uniform, t-shirt or undergarment shall be of a V-neck design so that no portion of the undergarment is visible.
- c. Body worn camera—During a funeral or other designated ceremony, the BWC will not be worn. The BWC will be worn when traveling to and from ceremonies.
- d. Trousers, dress
- e. 2" black Velcro belt
- f. Black uniform shoes or boots and black stockings
- g. Dress Hat, Garrison

2. Summer Work

- a. Black hat, baseball style, solid
- b. Short-sleeve or long sleeve utility shirt
- c. Body worn camera
- d. Black crew neck style t-shirt undergarment
- e. Trousers, utility
- f. Jacket (spring/fall style) when dictated by weather conditions.
- g. 2" black Velcro belt
- h. Black uniform shoes or boots and black stockings

Note: For safety considerations, while conducting inspections, the uniform shall consist of the Summer Work uniform with the following exceptions:

- (1) The issued safety hat shall be worn while conducting inspections and/or portable weighing of commercial vehicles.
- (2) The issued reflective safety vest shall be worn over the inspection uniform or insulated coverall, while conducting inspections and/or portable weighing of commercial vehicles.
- (3) Steel toe, safety shoes shall be worn while conducting portable weighing of commercial vehicles.

III. DRESS STANDARDS

A. General Requirements

Each member shall be dressed in the appropriate department issued uniform. The complete uniform shall be worn at all times by members when on duty status. Department-issued equipment, accessories, and authorized organizational pins and metals will be worn as a regular visible part of the Minnesota State Patrol CVI uniform. At no time shall other clothing, equipment, or accessories be worn as a visible part of the uniform while on duty unless prior authorization has been granted by the District/Section Commander or addressed specifically by this directive. Seasonal change as identified with Summer and Winter Classification will prevail. Department issued uniforms, equipment, and accessories shall not be worn off duty unless prior authorization has been granted. Members may wear their uniforms while traveling directly to and from work.

B. Additional Requirements

1. When two or more members are working together, they will be dressed in the same class of uniform.
2. The member hat shall be worn at all times for all normal day-to-day activities unless otherwise stated or authorized by a supervisor. It will be worn at all times out-of-doors except as stipulated by written directives or when decorum dictates its removal. It need not be worn when in the state unit.
 - a. The hat will be worn straight away and squared. Hats will not be tipped forward or backward.
 - b. Members shall wear the required appropriate winter uniform from November 1 through March 31 each calendar year.
 - c. Members shall wear the required appropriate summer uniform from April 1 through October 31 each calendar year
3. The fold edge of the uniform shirt and zipper shall form a straight continuous line. This shall be referred to as the gig line.
4. A black scarf may be worn with the uniform jacket.
5. The wearing of additional clothing (i.e. sweatshirt, sweater, or vest) worn under uniform clothing is permissible providing such additional attire is not exposed, and does not present a bulging appearance.
6. Emblems of lodges or fraternal organizations shall not be worn unless prior authorization has been granted by the Chief. The American flag is an authorized pin, providing the length and width do not exceed $\frac{3}{4}$ inch. Members may wear only one authorized pin as a regular visible part of the uniform.

IV. INSIGNIA AND AUTHORIZED ARTICLES

A. Shirt collar insignia shall be appropriately worn by all members when the Dress uniform is worn.

Shirt collar insignia shall be as follows

1. Commercial Vehicle Inspector II—double brass chevron,
2. Commercial Vehicle Inspector III—triple brass chevron,

Shirt collar insignia for all ranks shall be placed in a diagonal position, centered off the point of the collar and approximately half the distance between each edge of the collar.

B. The nameplate shall be worn on the uniform jacket and dress shirt, utilizing the sewn grommets.

When sewn grommets are not present, when required, the nameplate, shall be worn one inch (1) above the top of the right breast pocket and centered above the buttonhole on the shirt; the nameplate on-the jacket shall be centered on the right breast pocket flap parallel to and approximately $\frac{1}{2}$ inch below the top of the flap.

C. The badge shall be worn on the uniform jacket and all shirts utilizing the metal or sewn grommets.

Minor adjustments shall be made when necessary to permit the badge to be worn straight and centered between the left pocket edges.

D. The tie tack shall be worn centered on the tie and level with the bottom edge of the pocket flaps. (Winter Dress uniform only).

- E. The Award Service Bar shall be attached so the bottom of the bar is approximately ½ inch above, parallel to and centered over the top of the nameplate on the uniform dress shirt. The Award Service Bar shall not be worn on the jacket.
 - 1. The Award Service Bar shall be, attached so the darker color is toward the outward side of the uniform shirt re: General Order 10-046.
 - 2. If a Service Bar has been awarded a member for both Meritorious Service and Life Saving, the bars shall be attached so they adjoin on one horizontal line with the Meritorious Service Bar on the inward side of the uniform shirt.
 - 3. A star or stars will be added for second and subsequent awards in either category. The star shall be attached to the service bar in the center of the bar with one point upward. A number shall, replace the stars in the event the member receives more than five (5) awards in anyone category.
- F. The authorized pin or emblem, when worn, shall be positioned straight on the right pocket flap, horizontally centered between the pocket flap button and the left edge of the pocket flap, and vertically centered between the pocket flap button and the top edge of the pocket flap. The authorized pins include the following.
 - 1. CVSA Pin
 - 2. AFSME Pin

G MAINTENANCE OF UNIFORM AND ACCESSORIES

- A. The uniform shall be maintained in a presentable condition at all times.
 - 1. Uniforms and accessories will fit properly, be clean, neatly-pressed and be free of rips, tears, holes, frayed edges, missing buttons and faded colors. Uniforms will be buttoned and zippered unless otherwise specified, pockets will not present a bulging appearance, and sleeve emblems will be securely sewn on the uniform.
 - 2. Uniform alterations and/or repairs shall be made only upon permission granted by the District/Section Commander or his designee. When approved, such expense may be paid with a Form 559. The District/Section Commander will have the available current, authorized expense list for alterations. Unauthorized alterations will necessitate payment for the altered garment by the individual.
 - 3. All uniform articles shall be cleaned according to label instructions attached.
- B. A highly-polished luster will be maintained on shoes, boots, belts, and metal parts of the uniform.
- C. Formal inspections shall be conducted on an annual basis by all State Patrol supervisors as they perform their assigned duties to ensure that employees are adhering to this general order. In addition to the formal inspections, unannounced inspections by Commanders and Lieutenants are expected to ensure employees comply with department requirements for personal appearance, proper uniform, and equipment maintenance. The personal inspection report form is located on the common drive and shall be used to record all such inspections. Completed forms are to be placed onto the Inspections folder on the common drive.

VI. ACCEPTABLE STANDARDS FOR PERSONAL GROOMING

The following minimum standards for grooming and maximum standards for hair, sideburns and mustaches are deemed reasonable and shall be the guideline to be complied with by each member.

- A. Personnel will pay particular attention to personal cleanliness.
- B. Personnel (Male)
 - 1. Hair
 - a. Shall be clean, neatly-trimmed, and combed.
 - b. Shall be cut to present a tapered appearance and when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when, standing with the head in a normal erect position except for the closely-cut hair at the back of the neck.
 - c. Shall not interfere with the proper wearing of any authorized uniform headgear.
 - d. The wearing of a wig or hairpiece while in uniform or on duty is permissible. If worn, it shall conform to the standards set forth in this procedure.

2. Mustache
 - a. May be worn by personnel.
 - b. If worn, shall be kept trimmed and clean.
 - c. No portion shall extend below the corners of the mouth, one-half inch beyond the corners of the mouth or below the vermilion border of the upper lip.
 - d. Shall not twist in an upward position or be curled with any wax applied.
 3. Sideburns
 - a. Shall not extend downward beyond the lowest part of the ear opening. Shall be trimmed and neat in appearance.
 - b. Sideburns will be of even width, not flared or bushy. Base shall be a clean-shaven horizontal line.
 4. The face shall be clean-shaven except for sideburns and mustaches as defined.
 5. Jewelry
 - a. Jewelry which detracts from the professional appearance of an employee or which constitutes a safety hazard is not permitted.
 - b. No more than two rings (a wedding set is considered one ring) may be worn. The ring(s) shall be conservative and in good taste.
 - c. No earring(s) or visible body piercing of any type or design is allowed.
- B. Personnel (Female)
1. Hair
 - a. The length, bulk, or appearance of natural hair shall not be excessive, ragged or unkempt.
 - b. Shall be neatly groomed.
 - c. Shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in a normal posture.
 - d. Shall be groomed in front so that it does not fall below the band of properly worn uniform headgear and shall be styled back away from the face.
 - e. May be worn slightly over the ears, but in no case shall the bulk or length of the hair interfere with the proper wearing of authorized uniform headgear.
 - f. Loose-hanging pony tails/braided hair are not permitted.
 - g. Long hair shall, be pinned up in order to comply with c. above. Whenever the hair is pinned up, The bulk of the hair shall be positioned in a manner which will not interfere with the proper wearing of headgear.
 - h. No ribbons or ornaments shall be worn in the hair except for neat, inconspicuous bobby pins or conservative barrettes which blend in with the hair color.
 2. Cosmetics, if worn, shall be of conservative color and worn in good taste.
 3. Jewelry
 - a. Jewelry which detracts from the professional appearance of a member or which constitutes a safety hazard is not permitted.
 - b. Members may wear earrings of small, inconspicuous design. Pierced earrings, if worn, shall be post-type with no loops or dangling attachments.
 - c. Members may wear no more than two rings (a wedding set is considered one ring). The ring(s) shall be conservative and in good taste.
- C. All Personnel
1. Fingernails
 - a. Shall be clean and trimmed. Nails shall not extend beyond the tips of the fingers.
 - b. Female members may wear fingernail polish, neutral in color.

2. Eyeglasses

- a. Conservative prescription eyeglasses are authorized for wear.
- b. Conservative prescription and non-prescription sunglasses are authorized.
- c. Eyeglasses or sunglasses that are faddish or have lenses or frames with initials or mirrored lenses shall not be worn while in uniform.

3. Tattoos, Body Art, Body Modifications

- a. Any members hired before 6-1-12 with existing tattoos as of 6-1-12 shall cooperate with the agency in photographing any tattoos exposed while wearing either the summer or winter uniform, if the member wishes not to conceal the tattoo while on duty.
 - i. District commanders shall forward photographs to the appropriate Major.
 - ii. The Chief retains the right to require members to conceal any tattoos deemed to be potentially controversial or of a nature that detracts from the professionalism of a uniformed member of the State Patrol.
 - iii. Members wishing not to be photographed for this purpose can do so provided they conceal all visible tattoos in accordance with this section.
- b. Any changes, modifications, or additions to documented tattoos by members grandfathered into this policy as of 6-1-12, will require the entire tattoo to be concealed while on duty.
- c. Any members hired after 6-1-12 shall conceal all visible tattoos while on duty.
- d. Concealment shall be accomplished using subtle and matching flesh-toned covering that does not detract from the professionalism of the State Patrol. Concealment by wearing the winter uniform during the summer uniform period is not permitted.
- e. Aside from the exception for preexisting tattoos outlined above, no other body art or modifications are permitted to be visible while on duty. This includes, but is not limited to: tongue splitting or bifurcation; the complete or trans-dermal implantation of objects other than hair replacement; abnormal shaping of the ears, eyes or nose; abnormal filing or capping of the teeth; henna inking; branding or scarification; or piercings (other than permitted ear piercings).

4. Miscellaneous

Any item not mentioned in this rule will be considered non-authorized until it has been approved following chain of command procedures.

Approved:

SIGNED 5/20/2022

Colonel Matthew Langer, Chief
Minnesota State Patrol

MINNESOTA STATE PATROL

Addendum 1

22-30-011

Sizing and Grooming Standards

Hat Size

Your hat size may be determined by measuring your head circumference at the position the hat band would normally rest. Convert that measurement to hat size by using the following chart:

If Nearest Number of Inches Is:	Your Hat Size Is:	If Nearest Number of Inches Is:	Your Hat Size Is:
18 3/4	6	22 1/4	7 1/8
19 1/8	6 1/8	22 5/8	7 1/4
19 1/2	6 1/4	23	7 3/8
19 7/8	6 3/8	23 1/2	7 1/2
20 1/4	6 1/2	23 7/8	7 5/8
20 3/4	6 5/8	24 1/4	7 3/4
21 1/8	6 3/4	24 5/8	7 7/8
21 1/2	6 7/8	25	8
21 7/8	7		

Shirt Size

Shirt size is determined by the neck measurement and sleeve length. The diagram to the right shows how the sleeve length should be determined. Sleeve length will increase slightly if the shirt is to be worn over a protective vest.

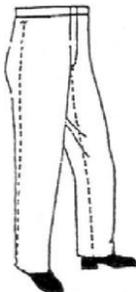


Jacket Size

Jacket size is determined by your height and chest circumference. The chest measurement should be a loose measurement over your uniform shirt and protective vest, if one is to be worn, and with the chest expanded. Your jacket length should be as follows:

If You Are	Order
5'5"-5'8"	Short
5'8"-6'0"	Regular
6'0"-6'3"	Long
6'4" +	X-Long

Pant Size



The diagram to the left shows how to measure for the inseam and outseam measurements. Measure the outseam measurement from the bottom of the waistband. The basic trouser is waist and inseam measurements. The trouser rise is the difference between the inseam and outseam.

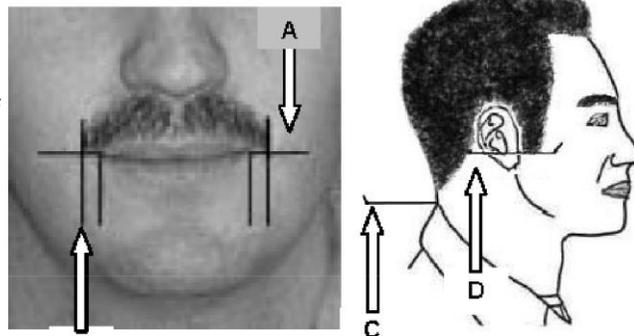
If your rise measurement is 1/2 inch or smaller than "regular", order a short rise. If your rise measurement is 3/4 inch or more longer than "regular", order a long rise. Anyone with an inseam measurement of 35 inches or more should indicate the need for trousers in a "long" cut.

The chart to the right indicates what the "regular" rise would be for a given waist measurement (in inches)

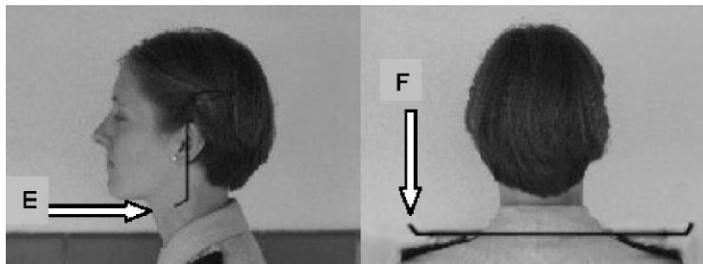
Waist	Rise	Waist	Rise
28	9	37	10 1/8
29	9 1/8	38	10 1/4
30	9 1/4	40	10 1/2
31	9 3/8	42	10 3/4
32	9 1/2	44	11
33	9 5/8	46	11 1/4
34	9 3/4	48	11 1/2
35	9 7/8	50	11 3/4
36	10	52	12

Men's Hair Length, Sideburns, Mustaches

- No portion of the mustache may be below the corner of the mouth (A), and may only extend 1/2 inch maximum beyond the corner of the mouth (B)
- A mustache may not extend below the vermillion border of the upper lip
- Sideburns shall be of even widths, not flared or bushy, maximum width will not vary by more than 1/4 inch
- Hair shall not cover any part of the outside portion of the ears and may not touch the collar (C)
- Sideburns may not extend below the lowest opening of the ear (D)



Women's Hair Length



- Not more than 1/2 of ear may be covered (E)
- Hair may not be below the bottom of the collar (F)

GENERAL ORDER

	Effective: June 4, 2009	Number: 09-30-012
	Subject: RESTRAINT DEVICES	
	Reference: General Order 20-025	
	Special Instructions: Rescinds General Order 85-30-012	Distribution: A,B,C

I. POLICY

It is the policy of the Minnesota State Patrol to utilize issued handcuffs and restraining devices in a manner that provides safety to the Trooper, reduces the possibility of prisoner escape, and ensures the safety of the prisoner. Troopers shall employ established restraining tactics as trained.

II. HANDCUFFS

A. Member Responsibilities

- Utilize good judgment in determining when handcuffs should be used. When handcuffs are used other than described as follows, the member must justify their use. Handcuffs shall be used whenever the person in custody:
 - is a felon
 - is known or believed to have committed a crime of violence
 - is a violent mental patient
 - has physically resisted arrest by a member
 - has attempted to escape from the custody of the member
 - is known or reasonably believed to cause trouble when being transported
- Carry the department-issue handcuffs in the issued handcuff holder on the gun belt while in uniform and on duty.
- Keep the handcuff key in immediate possession but do not carry it on the same ring or container as the patrol unit keys.
- Periodically inspect handcuffs to ensure proper functioning.

B. Handcuffing Procedures

- Do not apply handcuffs so tightly as to hinder the person's blood circulation, nor should they be applied so loosely as to permit the person to slip a hand from them.
- Handcuff the prisoner with the hands behind the back and double-lock the handcuffs. Members may handcuff a prisoner with his/her hands in front, or utilize other appropriate restraining devices at their discretion or where the prisoner:
 - is in an obvious state of pregnancy
 - has a physical handicap
 - has injuries that could be aggravated by standard handcuffing procedures
- Under no circumstances shall any person be handcuffed to a motor vehicle.
- The procedures listed above also govern the use of plastic restraints so far as applicable. Plastic restraints are designed for one-time use and may be removed by severing the restraint with a wire cutter or pliers with a cutter. A knife or other similar cutting device should not be used to remove the plastic restraint.

III. HOBBLE RESTRAINTS

A. Purpose

The hobble restraint is intended to be used to restrain the legs of a violent or potentially violent person during the course of detention, arrest, or transportation.

B. Procedures

1. Members must be trained in the use of the hobble restraint prior to use.
2. Only the department-issued hobble restraint is authorized.
3. The hobble restraint may only be utilized as instructed during training.
4. Members are prohibited from connecting the hobble restraint to the handcuffs.

Approved: Signed 06/04/2009 _____ Colonel Mark A. Dunaski, Chief Minnesota State Patrol	I have read and understand this General Order. _____ Signature
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GENERAL ORDER

	Effective: August 18, 2023	Number: 23-30-013
	Subject: UNIFORM AND PERSONAL EQUIPMENT ISSUE & TURN IN – TROOPERS	
	Reference: GO 30-003	
	Special Instructions: Rescinds GO 19-30-013	Distribution: A,B,C

I. POLICY

The policy of the Minnesota State Patrol is to maintain a high regard for the accountability of the uniforms and equipment utilized by State Patrol Troopers. This General Order establishes the procedure for the issuance, replacement, and turn-in of uniforms and other personal equipment for all members.

II. PROCEDURE FOR ORIGINAL ISSUES

- A. During State Patrol Trooper Candidate School, a representative will size each candidate and submit the size records to the Department of Public Safety (DPS) Warehouse.
- B. Each trooper candidate may be eligible to be issued the items listed in Addendum 1.

III. PROCEDURE FOR REPLACEMENT UNIFORM AND EQUIPMENT ORDERS

- A. Troopers will be allowed replacement items per the schedule below, to be provided as necessary in the month corresponding with the last digit of their badge number as shown below. Replacement of items outside of this sequence must be justified on the requisition form.

Last Digit	Month								
0	March	2	May	4	July	6	Sept	8	Nov
1	April	3	June	5	Aug	7	Oct	9	Dec

- 1. Annually:
 - 2 Shirts (any combination, short or long sleeve)
 - 2 Trousers
 - 1 Mock Turtleneck
 - 1 Trooper Hat, Straw
 - 1 Necktie
- 2. Every two years:
 - 1 Trooper Hat, Felt
- 3. Every three years:
 - 1 Maroon All-Season Jacket w/Liner
 - 1 Maroon All-Season Pant w/Liner
 - 1 Maroon Severe Weather Hat
- B. The District Commander or his/her designee shall order items described in this General Order and Addendum by submitting requisitions (include the stock numbers and description for each item) directly to the DPS Inventory System at Home (mn.gov) - <https://psws.insider.dps.mn.gov/Default.aspx?ObjectID=1>.
- C. All personnel are to be responsible for current uniform sizes and street addresses for delivery (P.O. Boxes are not sufficient information for use by delivery services).
- D. Upon receipt of uniform items, the member shall ensure that all items fit properly and are free from any manufacturer's defects. Members must return any unsatisfactory items within 14 days of receipt for replacement. The packing slip must be attached to any returned items. Specify if a new size is needed.

- E. Whenever an item appears defective because of improper manufacture or faulty materials, it shall be returned (with original tags if applicable) to the DPS Warehouse, along with a request for replacement and a description of the problem.
- F. Stolen, lost, damaged or worn out equipment will be replaced by requisition and a brief memo to the appropriate District/Section Commander, explaining the circumstances of the replacement. See General Order 30-003 (Equipment, Use and Care) for information regarding reporting requirements.

IV. PROCEDURE FOR TURN-IN OF EQUIPMENT AND UNIFORM PARTS

- A. On or before the last day of employment, all members shall turn-in to their District/Section Commander all issued equipment (new and used) listed on Addendum 1 of this General Order.
- B. The District/Section Commander (or designee) shall deliver all uniforms and equipment listed on the turn-in sheet addendums as directed below. All items shall be returned from the district to the DPS Warehouse within one month of the last day of employment. A copy of the completed turn-in sheets shall be included with all uniforms and equipment returned to the DPS Warehouse.
 - Addendum 1 (Personal Uniform and Equipment Turn-In)
 - Addendum 2 (Electronic Equipment Turn-In)
 - Addendum 3 (Firearms Related Equipment Turn-In) All firearms are to be turned in unloaded and in safe condition.
- C. The District/Section Commander will verify all squad equipment on Addendum 4 has been accounted for and turned in at the District Office. A copy of the completed turn-in sheet (Addendum 4) must be returned to the Fleet/Asset Lt. within one week of turn in. No parts or equipment will be traded or swapped without prior approval from HQ Fleet Section.
- D. Specialty Unit Commanders such as SRT, MRT, K-9, Recon, DRE, NAST (4700), VCU, Flight, and Honor Guard are responsible for insuring the collection of all issued equipment to members previously performing these duties.

V. PROCEDURE FOR REPLACEMENT OF EQUIPMENT

Any items that are not turned in within 30 days of the last day of employment will be charged to the appropriate district. The DPS Warehouse shall maintain an up-to-date record of the issue, receipt and correct size of each item of uniform and equipment for each member. The DPS Warehouse shall also determine that each individual orders and/or receives only the items eligible for issue as outlined in Addendum 1 of this General Order.

Approved:

SIGNED 8/18/2023

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

MINNESOTA STATE PATROL

Addendum 1

Number: 23-30-013

PERSONAL UNIFORM AND EQUIPMENT TURN-IN

****Unless otherwise indicated, all items issued, both new and used, must be returned to the DPS warehouse****

UNIFORM ITEMS AND PATROL UNIT EQUIPMENT

Item	Stock #	Quantity Eligible	Quantity Returned	Explanation
ACCIDENT INVESTIGATION ITEMS				
Accident Template:	03-5005	1		
Form Holder (Aluminum):	03-8075	1		
Measuring Tape 25 Foot:	03-5087	1		
Measuring Tape 100 Foot:	03-5089	1		
Measuring Wheel (Roll-a-Tape):	03-5090	1		
Spray Paint Wand:	03-5099	1		
Ticket Book Holder: (Aluminum/Small)	03-8076	1		
Ticket Book Holder: (Aluminum/Large, Henn. Co style)	03-8077	1		
Forms -1801/1821:		Varies	X	Retain at District
AUTOMOTIVE TRUNK EQUIPMENT				
Barcode Scanner:	01-1020	1		
Code Reader:	01-1010	1		
Duty Bag (Cold Weather):	03-8050	1		
Extension Cord 50 Foot:	01-4022	1		
Gauge – Tire Pressure:	01-4029	1		
Gauge – Tire Depth:	01-4030	1		
Jumper Cable:	01-4032	1		
Jump Pack: - Charger	01-4037	1		
	01-4036	1		
Shovel:	01-4051	1		
Wheel Wrench 4-Ways:	01-4056	1		

Haligan:	01-4058	1		
Traffic Cones:	01-4054	3		
BADGES, BRASS, ID's				
Breast Badge Badge Rank/# _____	09-	2		
Mourning Bands:	09-2010	2		
Hat Badge:	09-4047	1		
Belt Buckle:	09-4048	1		
Name Plate:	09-4070	2		
Serving Since Rocker:	09-	1		
Mourning Band:	09-2010	2		
Collar Brass:				
-MSP	09-1001	2		
-Rank (Small)	09-	2		
-Rank (Large)	09-	2		
Pin Saver:	09-4070	1		
Simichrome Polish:	09-4073	1		
Tie Tack MSP:	09-4049	1		
Whistle w/ Chain & Ring:	09-4044	1		
Phone Card:	N/A	1		
I.D. Card:	N/A	1		
District Access Card:	N/A	1		
CAMERAS, RADIOS, FLASHLIGHTS & ACCESSORIES				
Camera Asset # _____	03-2026	1		
- Bag	03-2029	1		
- Charger	03-3023	1		
- SD Card	03-2025	1		
- Batteries	30-2027	1		
Flashlight- Pelican or Streamlight:	03-10	1		
- Charger Base	03-1063	1		
- Charging Cord	03-1067	1		

- Battery	03-1058	1		
- Wand	03-1064	1		
Portable Radio APX6000:	N/A	1		Asset Number: _____
Portable Radio Charger:	N/A	1		
FIRST AID				
FIRST Aid Bag (Complete):	02-031	1		
AED (Automatic External Defibrillator):	02-039	1		
- Pads	02-040	1		
- Battery	02-038	1		
Tourniquet (CAT):	02-027	1		
Tourniquet holder:	02-053	1		
Personal flotation device:	02-046	1		
Bag Valve Mask:	02-049	1		
Naloxone (2 Pieces):	02-050	2		
Naloxone carrying case:	02-052	1		
Israeli Bandage:	02-054	1		
Halo Occlusive Dressing:	02-055	1		
Combat Gauze:	02-056	1		
Disposable Blankets:	02-013	1		
TESTING EQUIPMENT & ACCESSORIES				
Alco-Sensor/PBT with Case:	05-011	1		
Tint Meter:	05-021	1		
Tint Meter (No Roll Down):	05-025	1		
Vest – Hi-Vis Safety:		1		
- Small/Medium	04-028			
- Large/ X-Large	04-030			
- XX-Large/XXX-Large	04-0032			
- Battery	04-029			
- Charger	04-034			
RIOT / TACTICAL EQUIPMENT				

Gas Mask :		1		
- Unisex (Sml)	04-205			
- Unisex (Med)	04-206			
- Unisex (Lg)	04-207			
- Cannister – Toxic	04-2021	1		
- Carrier	04-204	1		
Handcuffs serial # _____	04-035	2		
- Keys	04-040	1		
Helmet/Riot:		1		
- Small/Medium	04-020			
- Large/X-Large	04-019			
- XX-Large/Jumbo	04-023			
- Riot Helmet Bag	04-053	1		
- Riot Helmet Shield	04-052	1		
- Tactical Laser Shield	04-826	1		
Hazmat Kit (complete):	04-035	1		
- Suit	04-040			
- Bag	04-036			
- Boots	04-037			
- Duct Tape	04-039			
- Gloves	04-038			
Hobble Restraint:	04-024	1		
Riot Stick:	04-027	1		
Tactical Baton:	05-020	1		
Mace:	04-045	1		
Shin Pads:		1		
- Small	04-808			
- Medium/ Large	04-808			
- X Large / XX Large	04-812			
Elbow Pads:	04-812			
Velcro Patches:				

- MSP State Symbol	04-907	1		
- State Patrol Script	04-908	1		
- Lieutenant Identifier	04-909			
- Captain Identifier	04-910			
Chest Protector:		1		
- Small	04-815			
- Medium	04-816			
- Large	04-817			
- X Large	04-818			
- XX Large	04-819			
- XXX Large	04-820			
Riot Gear Bag:	04-822	1		
Hydration Pack:	04-824	1		
Hydro Conversion Kit:	04-825	1		
Traction Devices:	04-	1		
Riot Stick Holder:	04-823	1		
Miner Boots	04-	1		
Insulated Gloves	04-	1		
Black Glove Liners	04-			
Activate Shooter Vest Carrier:	04-409	1		
-Rifle Mag Pouch	04-412	1		
-Individual First Aid Kit	04-410	1		
-Tourniquet Holder	04-411	1		
-Rifle Plates	04-413	2		
-State Patrol ID Patch Front	04-414	1		
- State Patrol ID Patch Rear	04-415	1		
WEAPON ACCESSORIES				
Brushes:				
- M-16 (Bore)	06-2044	1		
- M-16 (Chamber)	06-2046	1		
- Pistol	06-2015	1		

- Toothbrush	06-2050	1		
Cleaning Rods:				
- Pistol	06-3026	1		
- M-16	06-3048	1		
Tip Cleaning-Pistol:	06-3025	1		
Earmuffs (ear hearing protection):	60-	1		
UNIFORM ITEMS				
Class A Blouse:	10-	1		
Hats:				
- Straw	11-	1		
- Felt	11-	1		
- Braid	09-4050	2		
-Hat Strap	09-4051	2		
- Severe Weather Hat	11-500	1		
-Rain Cover	09-	N/A		
Maroon Jacket w/ Liner:	12-	1		
High Visibility Jacket:	12-	1		
Leather Items :				
- Gun Belt	13-	1		
- Ammo Pouch	13-002	1		
- ASP Holder	13-003	1		
- Flashlight Ring	13-104	1		
- Handcuff Pouch	13-006	1		
- Handcuff Strap	13-008	1		
- Mace Holder	13-011	1		
- MIC Holder	13-102	1		
- Radio Holder	13-013	1		
- Glove Pouch	02-022	1		
- Cell Phone Holder	13-103	1		
Holsters:				

- Glock (Left Hand)	13-081	1		
- Glock (Right Hand)	13-082	1		
- Taser (Left Hand)	13-085	1		
- Taser (Right Hand)	13-084	1		
Keepers (Belt):	13-004	4		
Sliding "D" Rings:	13-012	2		
Sam Brown Belt Lower Strap:	13-	1		
Sam Brown Belt Upper Strap:	13-	1		
Neckties:	09-	2		
Pants – Cold Weather:	14-	1		
Parka (if issued):		1		
Rain Jacket:	14-	1		
Regular Uniform Shirt (Short Sleeve):	16-	Varies		
Regular Uniform Shirt (Long Sleeve):	16-	Varies		
Maroon Training Shirt (Short Sleeve):	80-	Varies		
Maroon Training Shirt (Long Sleeve):	80-	Varies		
Maroon Uniform Trousers:	17-	Varies		
Tan Training Trousers:	81-	Varies		
Turtlenecks:	15-	2		
Honor Guard:				
- Hat Carrier				
- Hat Strap				
- Garment				

Employee: _____ I.D.# _____ Date: _____
Signature

Supervisor: _____ Date: _____
Signature

Received By: _____ Date: _____
Signature of Warehouse Personnel

MINNESOTA STATE PATROL

Addendum 2

Number: 19-30-013

ELECTRONIC EQUIPMENT TURN-IN

FOLLOWING ITEMS TO BE TURNED IN AT DPS WAREHOUSE:

Item	Stock #	Quantity Eligible	Quantity Returned	Explanation
Laptop:	N/A	1		
- Power Cord	N/A	1		Asset Number: _____ Serial Number: _____
Air Card Phone Number: _____	N/A	1		ESN Hex: ESN DEC:
Cell Phone: Manufacture: _____ Model: _____ Phone # _____	N/A	1		Asset Number: _____ Serial Number: _____ HEX #: DEC #:
- Charging Cable	N/A	1		
- Charging Block	N/A	1		
- USB Adapter	N/A	1		
- Case	N/A	1		
Axon Equipment:				
- Body Camera	N/A	1		Serial Number: _____
- Signal Sidearm Device (Removed from Holster)	N/A	1		Serial Number: _____
- USB Charging Cables	01-5001	2		
- USB Charging Block	01-5002	1		
- Magnetic Body Camera Mounts	01-5003	1		
- Velcro Body Camera Mounts	01-5004	1		
-Wing Clip Mount	01-5004	2		
USB Flash Drive:				Asset Number: _____

Employee: _____ I.D.# _____ Date: _____
Signature

Supervisor: _____ Date: _____
Signature

Received By: _____ Date: _____
Signature of Warehouse Personnel

Received By: _____ Date: _____
Signature of MSP IT Employee

MINNESOTA STATE PATROL

Addendum 3

Number: 19-30-013

FIREARMS RELATED EQUIPMENT TURN-IN

FOLLOWING ITEMS TO BE TURNED IN AT DPS WAREHOUSE:

Item	Stock #	Quantity Eligible	Quantity Returned	Explanation
Handgun (Glock 17 or 19): -Magazines -Ammunition -Carrying Case	N/A	1		Serial Number:
	N/A	3		Make & Model:
	N/A	Varies		*Attach signed buy back form if firearm was purchased pursuant to General Order 30-007. Retain ammunition at district.
	N/A	1		
Handgun (Glock 26): - Magazines - Ammunition - Carrying Case	N/A	1		Serial Number:
	N/A	2		Make & Model:
	N/A	Varies		*Attach signed buy back form if firearm was purchased pursuant to General Order 30-007. Retain ammunition at district.
	N/A	1		
Rifle: - Magazines - Ammunition	N/A	1		Serial Number:
	N/A	2		Make & Model:
	N/A	Varies		*Retain ammunition at district.
Taser: -Download Kit -Holster -Battery	N/A	Varies		Serial Number:
	N/A	Varies		Make & Model:
	13- __	Varies		
	N/A	1		

Employee: _____ I.D.# _____ Date: _____
Signature

Supervisor: _____ Date: _____
Signature

Received By: _____ Date: _____
Signature of Warehouse Personnel

Received By: _____ Date: _____
Signature of MSP Weapons Coordinator

MINNESOTA STATE PATROL

Addendum 4

Number: 19-30-013

PATROL UNIT AND RELATED EQUIPMENT TURN-IN

FOLLOWING ITEMS TO BE TURNED IN AT DISTRICT OFFICE:

Item	Stock #	Quantity Eligible	Quantity Returned	Explanation
Squad Unit #: _____ - Squad Keys	N/A			Asset Number: _____
	N/A	2		
Video System :				
- Axon Fleet 3 System	N/A	1		Serial Number: _____
-Cradle Point Router	N/A	1		MAC Address: _____
800 MHz Radio (encrypted)	01-2210	1		Asset Number: _____
Radar Unit:	01-2085	1		Asset Number: _____
Spare Tire:	N/A	1		
Fire Extinguisher:	01-4026	1		
Wex Fuel Card:	N/A	1		
US Bank Purchasing Card:	N/A	1		
Stop Sticks:	01-4076	1		
Roof Mounted Roto-Beam: (Class B/C/D squads)	01-2036	Varies		
D/L Card Reader:	N/A			

Employee: _____ I.D.# _____

Date: _____

Signature

Supervisor: _____ Date: _____

Signature

Other Items Not Included Above

Item	Stock #	Quantity Eligible	Quantity Returned	Comments:

Employee: _____ I.D.# _____

Date: _____

Signature

Supervisor: _____ Date: _____

Signature

Received By: _____ Date: _____

Signature of Warehouse
Personnel

GENERAL ORDER

	Effective: December 1, 2006	Number: 06-30-014
	Subject: AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) DEVICE	
	Reference:	
	Special Instructions:	Distribution: A,B,C

I. PURPOSE

To establish a procedure for the use, storage and maintenance of department-issued Automatic External Defibrillator (AED) devices that is consistent with the recommendations of the department's medical director and the AED device manufacturer.

II. POLICY

The protection and safety of the public are fundamental responsibilities of the department. AED devices allow first responder-certified and other trained employees to provide life saving care in the event of a sudden cardiac arrest. First responder-certified employees are expected to be trained, equipped and prepared to use the AED device in the event of a sudden cardiac arrest.

The department will provide refresher training in the use of the AED device to all first responder-certified and other trained employees in accordance with the recommendations of the department's medical director.

The AED device will be inspected annually at department first aid training.

III. PROCEDURE

- A. AED devices consist of an analyzer/defibrillator with a self-contained battery pack and an accompanying disposable sensor pad pack. The AED devices currently issued include the Phillips HeartStart FRx and the Medtronic LifePak 500 and LitePak CR Plus.
- B. AED devices will only be used by employees who have received training in the use of the AED.
- C. First responder-certified and other trained employees will use the AED device in a manner consistent with their department first aid training.
- D. AED devices will be ready for use and stored in the patrol unit or in a supervisor-approved location in an office environment.
- E. Employees shall monitor the battery performance of the AED device as recommended in department training to ensure that the AED device is ready for use.
- F. After each use the employee will document the pertinent facts in the event comments of the MEDICAL event. Please include the letters AED in the event comments to make the event searchable.
- G. Due to the expense of maintaining replacement pad inventory, replacement pads will not be stocked at the district level. Replacement pads can be obtained via overnight express by contacting the DPS warehouse.

IV. AED DEVICE STORAGE AND MAINTENANCE

- A. The AED device has automated internal diagnostic tests that occur daily, weekly and monthly.
- B. The AED battery pack consists of a lithium manganese dioxide battery. The expected life of the battery pack is four to five years. The battery temperature operating range is between 32F degrees and 122F degrees. The battery performance may degrade at temperatures below 32F and above 122F degrees. This will result in a longer charge time before the AED can deliver a shock to a patient. Employees who are issued AED devices should consider storing the AED device in the temperature-controlled passenger compartment of the patrol unit when temperatures are expected to be below 32F degrees. Likewise, the AED device should not be stored in the truck of the patrol unit in the summer when internal trunk temperatures may exceed 122F degrees.
- C. During cold weather, employees should consider storing the AED device in a temperature-controlled environment when off duty to ensure the AED device is ready for use when needed.
- D. Employees must check the status indicator of the AED device periodically according to the manufacturer's instructions as contained in the owner's manual and related training to ensure the AED is ready for use when needed. A weekly check is generally sufficient. If the AED internal diagnostic check fails, follow the manufacturer's instructions to resolve the problem or contact a supervisor to replace the AED device.
- E. AED pads have a shelf life of two years. AED pads must be inspected annually to ensure the pad adhesive is within the expected life cycle and remains ready for use.

Approved: Signed 12/01/2006 _____ Colonel Mark A. Dunaski, Chief Minnesota State Patrol	I have read and understand this General Order. _____ Signature
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GENERAL ORDER



Effective: June 20, 2012	Number: 12-30-016
Subject: MOBILE COMMAND CENTER	
Reference:	
Special Instructions:	Distribution: A,B,C,E

I. PURPOSE

To identify the conditions of use, maintenance, and responsibility for, the State Patrol Mobile Command Center (MCC).

II. DEFINITION

The Mobile Command Center (MCC) is a Communications Section Support asset that provides on-scene incident communications coordination, and can serve as an Incident Command Post.

III. REQUESTS FOR USE

- A. Pre-planned events: All requests for the use of the MCC as part of a pre-planned event, exercise or drill will be directed to the Statewide Communications Coordinator.
- B. Emergent events: All requests for the use of the MCC in response to an emergent event will be directed to the On-Call Major.
- C. All emergent requests will supersede any previously authorized pre-planned request. All authorized pre-planned events will be made with this contingency.

IV. OPERATION OF THE MCC

- A. Only State Troopers trained in the use and operation of the MCC shall operate the vehicle in emergency mode.
- B. When the MCC is responding routinely, the driver will be a member of the Minnesota State Patrol who has been trained to operate the MCC.
- C. Minnesota State Patrol Dispatchers trained as All-Hazards Incident Dispatchers shall staff the Mobile Command Center.

V. RESPONSIBILITIES

- A. The maintenance and operational readiness of the MCC shall be the responsibility of the Statewide Communications Coordinator or his/her designee.
- B. The Major overseeing Communications shall identify those personnel that shall be trained to operate the MCC.
- C. The Training and Development Section shall be responsible for developing and administering an operator's training program to operate the MCC. The Director of the Training and Development Section shall provide the Major overseeing Communications a list of personnel trained to operate the MCC.
- D. The Statewide Communications Coordinator, or his/her designee, shall be responsible for the training of those dispatchers that will staff the MCC.
- E. The Statewide Communications Coordinator, or his/her designee, shall be responsible for staffing the MCC, when deployed.

- F. The Statewide Communications Coordinator, or his/her designee, shall provide an annual report to the Major overseeing the Communications Section which details the use and expenditures associated to the MCC. This report will be submitted on January 1st of each year for the previous calendar year.
- G. All documentation related to the MCC shall be retained by the State Patrol Communications Section.

Approved:

SIGNED 6/20/2012

Colonel Kevin P. Daly, Chief
Minnesota State Patrol



GENERAL ORDER

SCALES; CARE AND USE

Policy Number: 30-017

Effective Date: 1.21.2026

Date of Last Review: 4.24.2025

Distribution: C,F

Approved by: Colonel Christina Bogojevic

I. PURPOSE

To establish rules and operational procedures for state-owned platform, mobile and portable weigh scales and the use of private and municipal or county-owned scales.

II. DEFINITIONS

A. Vehicle Scale

A platform scale designed to and used to weight trucks, farm equipment, or other large industrial or highway vehicles in one draft or weighing operation. ([MINN. R. 7601.0100, 2007](#))

B. Weighing and Measuring Equipment

All weights and measures of every kind, all instruments and devices for weighing and measuring, and any appliances and accessories associated with those instruments and devices, which are used, or located on premises where they could be used, to: A. determine the weight, measure, or count of commodities or things sold, offered, or exposed for sale on the basis of weight, measure, or count; or B. compute the basic service charge or payment for services rendered on the basis of weight, measure, or count. ([MINN. R. 7601.0100, 2007](#))

III. STATE-OWNED PLATFORM AND MOBILE SCALES

- A. State-owned platform scales must be inspected and certified annually and immediately after repair by the Department of Weights and Measures.
- B. The scale buildings are to be kept locked at all times when not in use to prevent vandalism and to keep contents of the building safe from theft. Any damage to the building or articles missing from the building should be immediately reported to the supervisor. The entire platform scale facility, including buildings and grounds, shall be kept clean and free of refuse. It shall be the responsibility of the supervisor of the facility to see that this is done.
- C. Operational procedures for state platform and portable scales are outlined in applicable operational manuals, which shall be kept in the scale buildings or carried in each unit

transporting scales. Members assigned to weighing operations shall familiarize themselves with and adhere to the procedures set forth in such manuals.

IV. PRIVATE AND OTHER GOVERNMENT-OWNED SCALES

A. Must be certified

1. Members shall use only non-state-owned scales which have been certified within the preceding twelve months by the State Department of Commerce, Weights and Measures Division.
2. Certified scales bear an approval sticker showing the most recent date of inspection. Scales having a red tag have been found defective and shall not be used for enforcement purposes.
3. Scales bearing neither an approval sticker nor a red tag shall not be used.

B. Must be safe

1. All scales must be checked for their rated capacity before being used by a member of this department. It is not advisable to use an axle scale with a capacity of less than 20 tons or a full-length truck scale with a capacity less than 50 tons. A visual inspection of the scale platform by the member and an inquiry to the person in charge of the scale shall be made to determine the scale's capacity.
2. Do not use a scale if the platform shows excessive wear or decay. Members shall not in any way convey the impression that the State will pay for damage to the scale occurring during authorized Patrol use.
3. When the private scales are located within a building, vertical and horizontal clearances must be determined to prevent damage to the building or vehicle while the vehicle is being driven onto the scale.

C. Must have Proper Approaches

1. To obtain the most accurate weight, vehicles being weighed must be reasonably level. Approaches to scales should be checked to determine that they are level and reasonably straight. Do not use scales lacking level approaches.
2. All movement of vehicles on and off any weighing device shall be done in a manner that affords the maximum safety to all employees and members of the public in the area of the weighing site.

D. Fee for Service

1. Minnesota State Patrol shall pay a reasonable fee for the use of any scale not owned by the State of Minnesota. Such fees should be on a-per truck or per axle weight basis. A mutual agreement with the person in charge of the weighing facility as to method of payment shall be reached prior to any use of the scale facility by any Minnesota State Patrol personnel. If payment is to be made with a Department of Finance Purchase Order, prior arrangements between the weighing facility and the Department of Finance shall be made.
2. Payment for occasional weighing on a private scale may be made with a purchasing card. A copy of each scale ticket must accompany the receipt.

E. General Rules

1. Members shall abide by the instructions of the person in charge of the scale operation.
2. If a member has been entrusted with a key to a scale or scale building, the member shall not give possession of the key to anyone who is not a member of Minnesota State Patrol.
3. Members shall not use the building for any purpose other than the weighing of the vehicle.
4. Articles at the scale or in the scale building shall not be handled unless necessary to accomplish the weighing of a vehicle.
5. After use by a member, the scale building shall be left as it was prior to use by State personnel.
6. If a member uses a scale during the time of day when no other persons are present, it is the member's responsibility to make certain the doors are locked before they leave the premises.
7. Care must be exercised not to direct the movement of a vehicle over or across any property owned by the State or the scale facility. If private property must be crossed in order to access a scale, permission must be obtained from the property owner. If permission is not granted, the use of that particular scale is forbidden.

V. PORTABLE SCALES; ASSIGNMENT AND STORAGE

Portable scales are assigned to District 4700. Patrol Districts desiring their use shall make arrangements with District 4700.

- A. Each portable scale bears a serial number and a departmental asset number.
- B. All portable scales are checked for accuracy annually by qualified District 4700 personnel. A Certificate of Calibration is issued for each scale each time it is tested. A copy of this certificate shall accompany the scale for which it was prepared. An additional copy shall be retained at District 4700 Office.
- C. The original price of portable scales is high and repairs are costly. To keep repair and replacement costs at a minimum all members shall comply with the following:
 1. Scales shall not be left lying unprotected in any place where they may be subject to loss, theft, damage, or tampering.
 2. Portable scales shall be carried in the state unit in an area and position that will not cause damage to the scales during transport or injury to the occupants of the vehicle in the event of a collision.
 3. If portable scales at the scene of a weighing project are not in use, they shall be placed in a safe area away from vehicular and pedestrian traffic.
 4. If a portable scale is damaged or does not function properly it shall be the duty of the member detecting such defect to immediately notify the supervisor. Minor repairs may be completed at District 4700 office. At no time shall a defective scale be used to weigh a vehicle.

VI. PORTABLE SCALE GENERAL RULES

- A. Members shall exercise caution during weighing operations with portable scales.
1. At no time shall any vehicle be weighed while it remains wholly or partially upon the roadway unless and until the following requirements have been fulfilled:
 - a. The vehicle to be weighed shall be visible from a distance of at least one fourth ($\frac{1}{4}$) mile down the roadway in both directions.
 - b. The right wheels of the vehicle to be weighed shall be as close as possible to the right edge of the highway while maintaining a suitable surface for the portable scale to rest upon.
 2. During the hours of darkness, three lighted flares shall be displayed as required in [MINN. STAT. 169.75, subd. 5](#).
 - a. If night weighing operations cover a period of time exceeding twenty minutes, six flares shall be used, two flares in each position as prescribed by [MINN. STAT. 169.75, subd. 5](#).
 - b. The use of flares is prohibited when any vehicle being weighed is transporting certain hazardous materials or fueled by flammable gases. Weighing operations of vehicles transporting Division 1.1, Division 1.2, Division 1.3 explosives; Class 3 flammable liquids or Division 2.1 flammable gases in bulk; or vehicles using compressed or liquefied flammable gases (CNG, LNG, LPG) as motor fuel shall only be conducted in safe areas away from passing traffic where use of flares is not necessary ([MINN. STAT. 169.75, subd. 5](#), [49 CFR 392.25](#), [49 CFR 397.11](#)).
 - c. The emergency warning lights of Minnesota State Patrol unit shall be used as warning devices in addition to but not in lieu of the required flares.
 - d. At no time will a vehicle be stopped during the hours of darkness or when visibility is restricted by weather with any part of the vehicle on the main traveled portion of the highway without at least two (2) Minnesota MState Patrol employees present. One member will oversee the weighing of the vehicle and one member will direct traffic in the area of the weighing.
 3. It shall be the responsibility of every Minnesota State Patrol employee at the weighing site to be aware of the dangers of a tire blowing out or a scale or weighing block slipping out and causing injury. They shall position themselves during the weighing process in an area that affords them the greatest protection from injury should this occur. It shall be the responsibility of the person in charge of the weighing detail to keep any members of the public a safe distance from the weighing operation.
 4. A vehicle found to be overweight and required to unload or redistribute the overweight portion of the load before proceeding shall be parked at a place where it will not be a hazard to moving traffic.

VII. PORTABLE SCALE OPERATIONAL RULES

- A. The portable scale shall be placed on the highway or ground only where its accuracy and physical integrity will not be compromised.

- B. The portable scale shall be placed forward of the wheel to be weighed with the scale dial toward the outside of the vehicle and the edge of the scale or weighing block touching the edge of the tire or wheel assembly to be weighed.
- C. The member shall verify the scale is properly zeroed before instructing the driver to drive on the scale in low gear and stop upon signal. The signal to stop may be given by voice or by hand signal. The member directing the movement of the vehicle onto the scales shall position him/herself in a position to give either clear visible or audible directions to the operator of the vehicle.
- D. The wheel to be weighed shall be stopped as near to the center of the scale as possible and in-line with the scale to give maximum assurance of an accurate weight reading. Brakes of the vehicle or combination must be released. The weight may then be read directly through the dial window.
- E. Over-running the portable scale by the vehicle should be avoided. It may be an indication of defective brakes. If subsequent inspection verifies this, the member shall take appropriate action. In no event will any person be allowed to check for defective brakes while the vehicle is positioned on the portable scales.
- F. The weight as shown by the weight indicator shall be recorded on the appropriate weight report (Aspen or Form 1820) except where a correction is indicated by the Certificate of Calibration re: IV. B, above. In such instances, the corrected weight shall be recorded.
- G. While weighing with one or two scales can be done, it is not advisable. The more times an operator is required to move the vehicle, the more stress is placed on the operator and the vehicle. The longer it takes to weigh a vehicle in an area with other traffic, the greater we compromise the safety of all involved. For these reasons, the use of four or more scales, in addition to a sufficient number of scale blocks, is the preferred method of portable scale weighing.
- H. Refer to the user's manual supplied with the portable scales for proper placement of scales for various axle configurations. Additional manuals are available from District 4700 office or at <https://www.loadometer.com/>.



GENERAL ORDER

TASER – ISSUE, USE, AND REPORTING

Policy Number: 30-018

Effective Date: 1.9.2025

Date of Last Review: 1.9.2025

Distribution: G

Approved by: Colonel Christina Bogojevic

I. POLICY

It is the policy of the Minnesota State Patrol that its members use only the force reasonably necessary to effectively bring an incident under control, while protecting the lives of the member and others. Therefore, it is departmental policy to deploy the TASER device in a manner which maximizes the safety of all individuals involved in an incident and falls within the guidelines of [General Order 10-027 \(Use of Force\)](#).

II. DEFINITIONS

A. TASER

The device that uses a high-voltage, low-power charge of electricity to induce involuntary muscle contractions that cause temporary incapacitation.

B. Deploy

To pull the trigger to activate the release of the probes and/or electrical current towards a subject for the purposes of establishing control over a subject.

C. Display

To remove a TASER from its holstered position and aim it at a subject and/or threaten its use through motion or language for the purposes of establishing control over that subject.

D. Warning Alert

A function of the TASER 10. When activated by the user, the alert will produce a pulsing light combined with a loud audible sound to serve as a warning of potential use.

E. TASER 10 Cartridge

A single use TASER cartridge intended for long and short distance deployment between zero to 40 feet. All TASER cartridges are tracked and assigned by serial number to an individual user.

F. TASER 10 Magazine

Available in four types: duty (black), training (purple), HALT – hook and loop training (blue), and inert (red).

G. Reenergize

A function of the TASER 10 that when activated will produce an additional five second cycle.

H. Function Test

A check conducted to ensure the TASER is functioning properly and that all batteries and electronic components are performing adequately.

I. Standard Cycle

A five-second deployment.

III. TRAINING AND CARRYING REQUIREMENTS

A. Authorization

1. Sworn members assigned a TASER and hired before February 2, 2009, have the option of participating in the TASER user training course in order to become certified to carry a TASER device. Except as noted in Section 3, all other sworn members assigned a TASER who complete the TASER Training Course are required to carry the TASER device on their duty belt and while in uniform.
2. All Trooper Candidate School cadets are required to complete the initial TASER User Training Course and are required to carry the TASER device.
3. The sworn ranks of captain and above are not required to be issued and carry the TASER, but may do so if desired. If issued, the TASER must be worn with the work uniform.
4. Only the TASER and cartridges owned and provided by the department are authorized for use.

B. Training

1. Before being issued the TASER device, sworn members must successfully complete the Minnesota State Patrol TASER User Training Course. All participants are required to experience a full five-second exposure. The purpose of the exposure is to develop an understanding of: 1) the subject's experience and 2) the capacity and limitations of the device.

C. Recertification

1. Any sworn member issued a TASER must recertify as users each year.
2. Minnesota State Patrol Taser Instructor(s) must recertify as instructors every other year.
3. All sworn members must attend the TASER recertification training when conducted at centralized in-service training, regardless of whether a sworn member is issued a TASER.

D. Carry of Taser

1. Sworn members assigned a TASER may only carry the TASER on the front half of the duty belt (not the back) in a department approved holster, positioned on the non-firearms side.
2. Sworn members issued a TASER must deploy the TASER in a cross-draw technique using their dominate hand to avoid any confusion over weapon selection, unless otherwise authorized by the chief. All sworn members issued a TASER who were previously authorized to carry the TASER using a non-dominant support side draw (non-cross draw)

manner can request an accommodation to continue carrying the TASER in such manner by completing the Request for [Exemption from Taser Cross Draw Carry Authorization Form](#).

3. The TASER may not be used or carried off-duty.

IV. EXTENT AND PURPOSE OF TASER USE

A. Scope of Use

1. The TASER may be displayed or deployed in situations where force is reasonable under [General Order 10-027 \(Use of Force\)](#) to control a subject whose behavior is or is reasonably anticipated to become:
 - Actively aggressive;
 - Violent; or
 - Such that it places the sworn member, the subject, or others in danger of bodily harm if resistance to control or apprehension were to be attempted by the suspect without the use of the TASER.
2. The TASER may never be used to disperse/move a crowd.
3. Nothing in this policy shall be construed to require sworn members issued a TASER to use the TASER instead of deadly force in circumstances where deadly force is authorized.
4. The deployment of the TASER is intended to mitigate an active aggressive threat by temporarily incapacitating the individual, not to inflict severe pain or unnecessary suffering.
5. Sworn members issued a TASER should be aware that a subject may not be able to respond to commands during or immediately following exposure. Sworn members issued a TASER should deploy the TASER for one standard cycle and then evaluate the situation to determine if subsequent cycles are justified.
6. Sworn members issued a TASER should only deploy the TASER to the extent necessary to gain control of the subject.
7. When feasible, the sworn member issued a TASER should be prepared to restrain and handcuff the subject as soon as possible after TASER deployment.
8. The duration of the initial deployment and any subsequent deployments on an individual must be justified and be thoroughly documented, including the exigent circumstances warranting any extended exposure.

B. Verbal Warning

1. Where situations permit, sworn members issued a TASER should provide the subject and other law enforcement personnel a clear warning of their intention to use the TASER. Sworn members issued a TASER should give sufficient time for the subject to comply with verbal commands, unless to do so would place sworn members or other law enforcement personnel at risk, or be clearly inappropriate or pointless due to the totality of the circumstances.

C. Alternative Uses

The TASER may also be:

1. Displayed, with or without a warning alert or activation of the laser sights, to gain compliance when threatening the use of force is justified;
2. Used during department authorized training programs and demonstrations; and,
3. Used to protect a sworn member issued a TASER or others from attack by an animal.

D. Special Considerations

1. Sworn members issued a TASER should make every effort to avoid dart placement in the head, face, neck, or groin and adhere to the manufacturer's preferred target zones whenever reasonably possible.
2. When a sworn member issued a TASER has a reasonable belief that a woman is pregnant, the TASER may only be used in circumstances in which the use of deadly force would be authorized.
3. The TASER should only be used in the following circumstances when the need to gain compliance outweighs the increased risk of potential injury:
 - a. In the presence of flammable liquids (including some types of mace), fumes, or other explosive environments;
 - b. On a person likely to fall from an elevated position;
 - c. On a person likely to fall into water;
 - d. On a person operating a moving vehicle or machinery; or
 - e. On a person fleeing on foot across a hard surface.
4. Sworn members issued a TASER should provide exceptional and detailed justification when using the TASER on those who can reasonably be determined to be:
 - a. Children;
 - b. Seniors;
 - c. Individuals who give the appearance of being frail or infirm;
 - d. Individuals who are handcuffed or restrained;
 - e. Passive-aggressive individuals;
 - f. Individuals with emotional or mental health issues.
5. Sworn members issued a TASER shall not use the TASER for the following:
 - a. to rouse impaired or intoxicated individuals;
 - b. for horse play or clowning around, or in an unprofessional manner;
 - c. to experiment on a person or allow a person to experience the TASER, even if the person requests it.
6. Sworn members issued a TASER found to be using the TASER outside of General Order and/or training may be subject to disciplinary action up to and including termination.

V. PROCEDURES

A. Sworn Members issued a TASER Responsibilities

1. Procedures After Use
 - a. Immediately notify a supervisor if a fatality or critical incident occurs that

involved the deployment of the TASER. Notify a supervisor, as soon as practicable, after any TASER deployment, malfunction, or unintentional deployment.

- b. Take photographs of the probe impact sites if the probes need to be medically removed or if other injuries occur.
 - c. When possible, collect all portions of the used cartridge to include spent cartridge, wires, and probes at the scene of deployment and process as evidence.
2. Probe Removal
 - a. The probes should be removed in accordance with training as soon as the subject is under control and the sworn member issued a TASER determines it is safe to do so, unless the probes are embedded in the neck, face, groin, or female breast and if so, medical personnel shall remove them.
 - b. Probes should be treated as a sharps hazard. Sworn members issued a TASER will invert spent probes in the back of the cartridge to prevent sharp ends from being exposed. The cartridge should then be placed in an evidence bag and properly inventoried.
 3. Medical Attention
 - a. Render first aid and summon emergency medical care if any signs of medical distress occur.
 - b. Medical treatment shall not be refused to anyone who requests it.
 4. Reporting
 - a. TASER deployments shall be documented in the sworn member issued a TASER's Field Report and a Use of Force Report. Reports must include the circumstances leading to the TASER use, including the use of other force options, any verbal commands given, the subject's response, where the probes struck the subject, data firing log, and how the incident was resolved.
 - b. After a TASER deployment, upload the device log to <https://minnesotasp.evidence.com> as soon as practicable. Identify the uploaded items with the proper evidence ID (case number, or P999999999 for training) and categorize the event with the proper retention category:
 - Misc./Training/Other (No Citizen Contact)
 - Pursuit/Use of Force
 - Fatality/Critical Incident
 5. Unintentional Deployments
 - a. Any unintentional deployment of the TASER shall be documented in the member's Field Report; including information on any damage to property or injuries resulting from an unintentional deployment if applicable.
 - b. No Use of Force Report Form is required for an unintentional deployment unless the deployment resulted in contact with a suspect.

B. District/Section Supervisor Responsibilities

1. Review the sworn member issued a TASER's Field Report and or Use of Force Report for compliance with policy and notify the District/Section Commander.
2. Review quarterly TASER Sync reports and device logs to ensure compliance with Taser software requirements.
3. Update serial number information for the TASER devices and cartridges within <https://minnesotasp.evidence.com>.
4. Maintain firmware updates and synchronize spare TASERS issued to the district.
5. Obtain the TASER from any sworn member issued a TASER who is on extended leave (over 30 days) and securely store at the district office in order to maintain the charge, firmware updates, and synchronization requirements for that device.

C. District/Section Commander Responsibilities

1. Review the sworn member issued a TASER's Field Report and or Use of Force Report, and any video evidence for compliance with policy and ensure the device log is categorized correctly in evidence.com. Submit the Pursuit/Use of Force Tracking form to the appropriate regional major.
2. Report any unintentional deployment to the appropriate regional major.
3. Review quarterly TASER Sync reports and device logs received from the Training and Development Section (or designee) for the district to ensure compliance with TASER software updates and policy.

D. Regional Major Responsibilities

1. Review the sworn member issued a TASER's Field Report and or Use of Force Report and any video for compliance with policy and then ensure that the TASER Coordinator is advised of any deployment.

E. Director of Training (or designee) Responsibilities

1. At a minimum, complete TASER sync audits each quarter of the year (January, April, July, and October) and forward information to district/section commanders of sworn member issued a TASER whose last sync is outside of 90 days or not in compliance with any other training requirements and/or policy.
2. Complete an annual serial number audit with internal TASER records and information within minnesotasp.evidence.com.

F. TASER Coordinator Responsibilities

1. Receive, inspect, and ensure the maintenance and replacement of the TASERS assigned to sworn members to include inspections of the device at annual training sessions.
2. Establish and maintain systems to record issuance of the TASER and cartridges. Serial numbers should be recorded internally and within minnesotasp.evidence.com when any changes are made. Work cooperatively with the Fleet and Asset Section in order to maintain an accurate inventory, and account for all TASERS and Cartridges. Ensure that all equipment issued through the Training and Development Section is properly recorded both internally and within minnesotasp.evidence.com when changes are made.

3. Coordinate training, certification, and recertification as necessary.
4. Participate in policy development regarding the TASER, including ongoing review of any relevant research and case law.

VI. STORAGE AND CARE

- A. Minnesota State Patrol sworn members issued a TASER shall not leave a TASER unattended without first removing the cartridge from the TASER and/ or making certain that it will not be available to unauthorized persons and under no circumstances, shall it be left unattended or indiscriminately displayed in a public place. When practicable, sworn members should store their department-issued TASER in a locked compartment.
- B. Care and Testing of the TASER
Sworn members issued a TASER will carry out appropriate function tests in accordance with training prior to each shift to ensure that the TASER is operating properly at all times. The function tests include ensuring that the unit is properly charged, the cartridges have not expired, and all components of the TASER are fully operational including activation of the body worn camera when the TASER is removed from the holster and switched to the on position. Sworn members issued a TASER shall use care in function testing the device to avoid unintentional deployments.
- C. Charging, Firmware Updates, and Syncing of the TASER
 1. Sworn members issued a TASER are responsible for charging, firmware updates, and syncing their TASER according to training. The TASER data is automatically downloaded and any faults are reported upon docking the battery for recharging. The battery should be docked no less than every 30 days or sooner for the following:
 - A deployment involving a use of force.
 - Any fault codes displayed.
 - When the device is likely to be out of service (extended leave over 30 days).
 - Firmware update is required.
 2. Sworn members issued a TASER may dock the batteries more frequently based on their individual circumstances or requirements.
- D. No modifications or accessories are allowed with the TASER or related equipment.

GENERAL ORDER

	Effective: February 23, 2024	Number: 24-30-019
	Subject: AUTOMATED LICENSE PLATE READER (ALPR)	
	Reference: Minn. Stat. secs. 13.09; 13.824, 626.8472	
	Special Instructions: Rescinds General Order 23-30-019	Distribution: A , B , C

I. PURPOSE

To establish guidelines for the Minnesota State Patrol (MSP) for the deployment, maintenance, training, data storage, and associated uses of Automatic License Plate Readers (ALPRs) pursuant to Minn. Stat. 626.8472.

II. POLICY

- It is the policy of MSP to utilize automatic license plate readers as an alert aid to enhance detection, investigation, and enforcement duties of specially trained troopers. Any alerts generated from an automatic license plate reader do not constitute reasonable suspicion or probable cause, and the information generated by the automatic license plate reader system must be confirmed by troopers prior to initiating a traffic stop.
- MSP utilizes ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by MSP through the use of the ALPR system is for official law enforcement use.

III. DEFINITIONS

A. Automated License Plate Reader (ALPR):

An electronic device mounted on a law enforcement vehicle or positioned in a stationary location that is capable of recording data on or taking a photograph of a vehicle or its license plate and comparing the collected data and photographs to existing law enforcement databases for investigative purposes.

B. ALPR Manager:

The MSP's Director of Fleet and Asset Management has been appointed by the Chief of the State Patrol to serve as MSP's ALPR Manager. This position oversees the operation of the State Patrol's ALPR system which includes the administration, troubleshooting, training, and maintenance of all ALPR related equipment and systems.

C. ALPR Generated Data:

All information including GPS coordinates, date and time of a license plate reading, the optical character recognition interpreted data, and any digital photographs or images generated by the ALPR system. All data collected by an automated license plate reader is private non-public data unless the data is public under section 13.82, subdivision 2, 3, or 6, or part of inactive criminal investigative data under section 13.82, subdivision 7.

D. ALPR Operator:

A sworn MSP Trooper who has been specially trained to use ALPR equipment in the field.

E. Hotlist:

A downloadable list of stolen vehicles and license plates, suspended or revoked licenses and registrations, as well as any other unlawful activity information. This information is provided by the Minnesota Department of Public Safety's Driver and Vehicle Services (DVS) Division, National Crime Information Center (NCIC), and the Bureau of Criminal Apprehension (BCA). LPR data is compared to a downloaded "hotlist" to identify license plates associated with certain unlawful acts.

F. Alert:

A positive indication by an audio or visual signal that a plate ran by the ALPR system potentially matches data contained on an applicable hot list. An ALPR alert is not conclusive, and additional investigation is always warranted when an alert is generated.

IV. OVERVIEW

A. General

1. MSP ALPRs will be primarily used to identify possibly stolen plates and/or vehicles, and suspended or revoked license holders and/or vehicle registrations. However, license plate information may be entered

in manually in situations such as violent felonies, attempt to locate information, and Amber Alerts. A supervisor must be notified of any manual entry and the reason manual entry was done.

2. An alert, in and of itself, does not constitute probable cause or reasonable suspicion to initiate a traffic stop. All alerts must be confirmed by the ALPR Operator and reasonable suspicion or probable cause must be established prior to conducting a traffic stop.
3. Use of the ALPR is restricted to the purposes identified in this policy. No ALPR operator may use, or authorize the use of, ALPR equipment or hotlist data for any other reason.
4. Troopers may only utilize the ALPR system if they have been properly trained in its use.

B. Limitations of the ALPR

1. Because the ALPR is not connected to a “real-time” database, but rather a downloaded file, the data on the ALPR might be outdated. As such, it is imperative for trained ALPR Operators to independently confirm all alerts prior to initiating a traffic stop. The hotlist is a scheduled task on the ALPR, set up on the server to load twice daily. All ALPR Operators should upload the latest hotlist prior to use of the device.
2. The ALPR may generate a false-positive alert in certain instances, such as if another state’s license plate number matches the numbers of a Minnesota license plate on the hotlist.

V. PROCEDURES

A. ALPR Operator Responsibilities:

1. Operation
 - a. Troopers who have been assigned an ALPR system will visually inspect the exterior cameras prior to every shift and ensure that the lenses on the ALPR system are clean and clear. All ALPR operators must also ensure that their exterior squad mounted cameras have not been altered in any way prior to use.
 - b. ALPR operators who have been assigned an ALPR-equipped squad car shall leave the ALPR system operational while patrolling. The ALPR screen can be minimized in the background of the operator’s assigned computer, but the ALPR system shall remain operational for the extent of an ALPR operators shift.
 - c. ALPR operators shall only use their ALPR equipment for legitimate law enforcement purposes. Any person who willfully violates a provision of Chapter 13 or its rules and/or knowingly acquires not public data without authorization is guilty of a misdemeanor. Such an act constitutes just cause for suspension without pay or dismissal of public employment.
 - d. When an ALPR system detects a hotlist entry, an audible alert and visual notification will be generated. An alert shall not be used on its own by an ALPR operator as reasonable suspicion or probable cause for a traffic stop. Contact with the vehicle and occupants may only be made after the alert is confirmed by matching both vehicle and driver/occupant information with the hotlist description and verifying information through appropriate means such as dispatch, MDC, CJIS, originating agency, etc.
 - e. No member of MSP shall operate ALPR equipment or access ALPR data without proper training and authorization.
 - f. No ALPR operator may access confidential department, state, or federal data unless they are authorized to do so.
2. Reporting Requirements
 - a. All member utilizing ALPR equipment, shall when a stop is made after an ALPR alert, create a note in the comments field of their associated CAD event to document the disposition of their ALPR activity. (EX: LPR ALERT, LPR ARREST) CAD notes for traffic stops arising from an ALPR alert should also include the applicable circumstances and any enforcement action taken.
 - b. All members utilizing an ALPR shall compile a public log of use as required by Minn. Stat. 13.824, which should include:
 - i. The specific times of day that the ALPR is deployed and collecting data;
 - ii. The aggregate number of vehicles or license plates on which data is collected during each period of active use.
 - iii. The aggregate number of traffic stops that were performed on vehicles based upon information or alerts returned in the ALPR system.
 - iv. The aggregate number of citations issued as a result of the traffic stops performed resulting from ALPR data or alerts.

- c. During each period of active use, ALPR operators must also document the following data:
 - i. The number of vehicles or license plates that were discovered to be stolen
 - ii. The number of warrants that were discovered for the arrest of an owner or non-owner of a vehicle
 - iii. The number of vehicle owners and non-owners that were discovered with a suspended, revoked, or similar status drivers' licenses.
 - iv. Any other active investigative data
 - d. ALPR operators shall document all of the above required information on the revised public LPR log (found in the Trooper Templates folder on the L: Drive) by the end their shift and ensure that all logs are maintained for audit and reporting purposes.
 - e. ALPR's shall not be used to monitor or track any individual unless done so under a search warrant or exigent circumstances exists.
3. Maintenance
- a. Neither the ALPR equipment nor ALPR software provided to an ALPR operator shall be modified without the direction of the ALPR Manager.
 - b. Under no circumstances shall an ALPR unit be connected to or removed from a vehicle without first notifying the ALPR Manager. All installations and removals of ALPR equipment must be authorized by the ALPR Manager and this service must be performed by a certified contractor.
 - c. Any ALPR equipment that is damaged and/or immediately in need of maintenance or repair shall reported to the ALPR Manager.

B. ALPR Manager Responsibilities:

1. Routinely monitor the use of the ALPR system.
2. Strategically deploy the State Patrols ALPR assets throughout the state in order to maximize the effectiveness of MSP's ALPR equipment.
3. Approve the training provided to all MSP ALPR operators.
4. Ensure compliance with the biennial auditing/reporting requirements regarding LPR logs and records as outlined in Minn. Stat. 13.824, subd. 6.
5. Maintain a log detailing any time ALPR data is shared with another law enforcement agency.
6. Ensure that any data shared with another law enforcement agency meets the requirements of Minn. Stat. 13.824, subd. 7. (All requests for MSP ALPR data by another law enforcement agency must be based upon a reasonable suspicion that the data is pertinent to an active criminal investigation. All request must include a record of the factual basis for the access, and any associated case number, complaints, or incidents.)
7. Notify the BCA within ten days of any new installation of an ALPR device.
8. Maintain a public log of use as described in Minn. Stat 13.824. This list may be kept from the public if the data contained is security information provided in Minn. Stat 13.37, subd. 2.
9. Recommend changes to this policy based on the law and/or best practice.

C. MSP Information Technology (IT) Responsibilities:

1. All saved data that has been generated by MSP's ALPR system will be closely safeguarded and protected by both procedural and technical means via MSP's IT section. It will observe the following safeguards regarding access to and use of stored data. (Minn. Stat. 13.824 & Minn Stat 13.05).
 - a. All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
 - b. Approved Members are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
 - c. Breaches of personal data are addressed as set forth in MSP General Order 20-019 and State of Minnesota IT Security and Monitoring Policy. (Minn. Stat. § 13.055).
 - d. All queries and responses, and all actions, in which data are entered, updated, accessed, shared or disseminated, must be recorded in a data audit trail.
2. Any member who violates Minn. Stat. § 13.09 through the unauthorized acquisition or use of ALPR data will face discipline and possible criminal prosecution (Minn. Stat. § 626.8472).

VI. DATA

A. Retention

1. MSP IT is responsible for ensuring that systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from all mobile ALPR systems to the designated storage location in accordance with this policy.
2. The vehicle-mounted ALPR's owned by MSP only scan license plates and vehicles. MSP's ALPR System only retains data pertinent to a vehicle license plate number, the data and time of a scan, and the location at which the scan occurred. MSP ALPR systems do not take pictures of or capture the drivers and/or occupants inside of a vehicle.
3. Alert data is not included in the driver's license or vehicle registration databases maintained by Driver and Vehicle Services.
4. All ALPR data generated by MSP's ALPR systems is stored on MSP's centralized ALPR server located at MSP Headquarters. This server is under the control and security of MSP IT.
5. All ALPR data associated with license plates and vehicles scans must be deleted within 48 hours after the end of an ALPR operators shift, unless extenuating circumstances exist.
6. All data collected by an automated license plate reader is private non-public data unless the data is public under section 13.82, subdivision 2, 3, or 6, or part of inactive criminal investigative data under section 13.82, subdivision 7.
7. Minn. Stat 13.824 requires all ALPR data not related to an active criminal investigation to be destroyed no later than 60 days from the date of collection with the following exceptions.
 - a. Exculpatory evidence - Data must be retained until a criminal matter is resolved if a written request is made from a person who is the subject of a criminal investigation asserting that ALPR data may be used as exculpatory evidence.
 - b. Address Confidentiality Program - Data related to a participant of the Address Confidentiality Program must be destroyed upon the written request of the participant. ALPR data already collected at the time of the request shall be destroyed and future related ALPR data must be destroyed at the time of collection.
 - c. Destruction can be deferred if it relates to an active criminal investigation.
8. All other ALPR data should be retained in accordance with the established records retention schedule.
9. Access to the MSP's ALPR data is restricted to the MSP's ALPR Manager and select representatives of MSP IT. Pursuant to Minn. Stat. sec. 13.824, subd. 7, law enforcement personnel may not access existing LPR data even for a legitimate, specified and documented law enforcement purpose unless written authorization is provided by the Chief or their designee. Each access must be based upon a reasonable suspicion that the data is pertinent to an active criminal investigation and must include a record of the factual basis for the access and any associated case, complaint, or incident number.
10. Pursuant to Minn. Stat. sec. 13.09, any person who willfully violates a provision of Chapter 13 or its rules or who knowingly acquires not public data without authorization is guilty of a misdemeanor and such an act constitutes just cause for suspension without pay or dismissal of a public employee.
11. MSP does not regularly obtain ALPR data from other law enforcement agencies. However, if MSP does do so, the acquired ALPR data will be maintained similarly to how our internal ALPR data is maintained. Minn. Stat. § 13.824.
12. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed consistently with both MSP's data practices and record retention policies.

Approved:

SIGNED 2/23/2024

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

GENERAL ORDER



Audio/Video Recording Equipment

Policy Number	30-023
Effective Date	04/24/2025
Last Review Date	8/2/2024
Distribution	G

Related Policies

N/A

I. POLICY

The policy of the Minnesota State Patrol (MSP) is to utilize audio and video recording devices in order to enhance public trust and the safety of our members and to collect evidence to be used in the prosecution of those who violate the law. In addition, the recordings are used to document work performed, protect members against allegations of misconduct, and for training purposes.

II. USE REQUIREMENTS

A. General Use

1. The language in this policy regarding use of the SVC (squad video camera) and BWC (body worn camera) applies when on duty or while operating a state unit.
2. The primary purpose for using audio and video recorders is to obtain evidence. Therefore, members shall use available or assigned SVCs and BWCs to record all traffic stops, pursuits, emergency vehicle operations, assistance, and all other investigative and enforcement-related interactions with the public (626.8473, subd. (3)(b)(8)). Members shall not intentionally turn off their recorders prior to or during any of the events described above.
3. Once activated, SVCs and BWCs should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. If the recording is discontinued or paused while an investigation, response, or incident is ongoing, members shall state the reasons for ceasing the recording on camera before deactivating the device (e.g. "Everything has settled down and the event appears to be over."). If circumstances change, members shall reactivate their cameras as required by this policy to capture information having evidentiary value. (626.8473, subd.(3)(b)(10))
4. This policy also applies while performing law enforcement activities under the command and control of another chief law enforcement officer or federal law enforcement official (626.8473, subd.(3)(b)(3)).
5. Exceptions:
 - a. Winter Class A uniform anytime or Summer Class A uniform while in attendance at a ceremony;
 - b. When impossible due to an unusually sudden and/or dangerous event in which a reasonable officer under similar circumstances would be unable to activate the recorder;
 - c. When there was a recording equipment failure properly reported pursuant to Section III for which there is no immediate remedy;
 - d. The issued state unit is not equipped with a camera system or the member is not assigned a BWC;
 - e. When the member is acting as a crew aboard any State Patrol aircraft;
 - f. When actively involved as a plain clothes investigator on a specific incident and having obtained prior permission from their District/Section Commander for that specific incident;
 - g. When performing executive protection or related desk duties;
 - h. When attending training or conferences, except that the BWC must be worn while traveling to and from the venue;
 - i. When charging/docking/updating the BWC in a secure law enforcement building; or
 - j. With written approval from the Regional Major.

B. Installation of SVCs

1. SVCs shall be installed within the occupant compartment of the patrol vehicle so as to present neither a safety hazard nor vision impairment to the driver.
2. SVCs shall be securely mounted to the patrol vehicle and placed such that objects within the vehicle do not restrict the view of the camera.

C. Wearing and Operation of BWCs

1. BWCs shall be issued to all uniformed members, worn and operated in a manner consistent with training and in a conspicuous manner that maximizes the camera view.
 - a. The issued wing-clip BWC mount is required to be worn by sworn and non-sworn members while engaged in patrol, security, and compliance duties.
 - i. Patrol, security, and compliance duties are assignments or tasks that place, or could reasonably be expected to place members in situations where they would be required to act in an enforcement or regulatory manner rather than administrative or support capacities.
 - b. Members not assigned to activities described above may wear the issued magnetic BWC mount but shall have their wing-clip BWC mount readily available.
 - c. Specialized field assignments or activities may require alternate BWC mounts as required by this section.
2. The BWC must be worn on the outer-most garment—vertically over the sternum of the uniform shirt, over the right breast pocket of a jacket, or as-trained on tactical gear. When wearing civilian attire, the BWC should be placed appropriately on the clothing to accommodate a professional appearance. In all instances:
 - a. The BWC must be worn at or above the mid-line of the waist in a position that maximizes the camera's capacity to record video footage (626.8473, subd.(3)(b)(2)).
 - b. An unobstructed field of view is required.
3. BWCs have a default setting to display a red-indicator light to the front while recording which may reduce assaults on and disrespectful conduct towards members. During limited circumstances, and for tactical and safety reasons, members may place the BWC in stealth mode to deactivate the red-indicator light while the BWC is recording. The use of stealth mode must not be routine in nature and is reserved only for those situations which pose an extraordinary risk to a member's safety. The BWC may be placed in stealth mode for the following reasons:
 - a. With prior approval of a team commander or supervisor, while serving as a member of the Special Response Team (SRT), Mobile Response Team (MRT) or other specialty team during an event;
 - b. The member has their handgun drawn, is utilizing their rifle, or as a tactical advantage in response to a known or reasonably known, possible deadly force threat; or
 - c. The member has received authorization by an MSP supervisor for a specific situation.
 - d. The member is conducting a next-of-kin notification.

Upon the conclusion of an event/threat in which a member utilized stealth mode, the member shall:

1. Remove the BWC from stealth mode and immediately return it to its default setting after the recording of the event/threat ends,
2. Document the circumstances and reason in a TraCS report, and
3. Notify a supervisor prior to the end of the work shift.

D. Recorders

A state-issued phone with the Axon Capture app or an audio recorder (if issued) shall be used when taking statements in order to facilitate transcription.

E. Evidentiary Value

Whenever an audio or video recording documents an arrest or significant incident, the recording constitutes evidence and the legal rules of evidence apply. As such, care must be given toward documenting and maintaining a chain of custody and ensuring the integrity of any video or audio recordings.

III. RESPONSIBILITIES**A. Members**

1. The following responsibilities apply equally to both SVCs and BWCs:
 - a. Record all traffic stops, pursuits, emergency vehicle operations, and all other investigative and law enforcement-related interactions with the public. Recordings shall be made utilizing both the BWC and the SVC concurrently whenever possible. If such recording is not made, a supervisor shall be notified of the reason. Additionally, the reason for not recording shall be articulated in a narrative report or within CAD notes if a narrative report is not otherwise required.

- b. Activate the SVC and BWC manually if the automatic activation features do not start the recordings.
 - c. Inform those who ask that recording equipment is in use. (626.8473 S(3)(b)(9))
 - d. Routinely inspect the department-issued audio and video equipment
 - a. Check the SVC and BWC during every shift to ensure that the time, date, name, and employee ID are accurate and that the cameras and microphone are working properly.
 - b. Notify a supervisor immediately, in writing, if issues are discovered in condition or appearance, or while checking the above. (626.8473 S(3)(b)(6) and S(3)(b)(7)). If a defect is found in the BWC, a spare functioning BWC shall be obtained as soon as practicable.
 - e. Ensure that SVC and BWC video are categorized correctly within the system. Categorization is critical for proper data retention. If an ICR number is assigned to the event this must be used as the video identification number (ID).
 - f. Under no circumstances shall a member personally sell, transfer, share access, or distribute copies of audio or video recordings without permission, except under directive of the prosecuting attorney. Subpoenas or other requests for recordings for purposes of investigation, charging or discovery should be referred to the District/Section Commander. Public data requests for audio/video recordings should be directed to the Data Practices Coordinator and, if media-related, to the regional PIO for a response that is consistent with data practice laws.
 - g. Auto-tagging of video evidence using CAD event data is allowed in lieu of manual tagging. Because auto-tagging cannot capture all scenarios (e.g. an arrest of a canceled driver; recording driving conduct for several minutes before creating a CAD event, two CAD events on one video; etc.), members are ultimately responsible to ensure videos are ID'd and categorized accurately.
 - h. When a CAD event would not be appropriate or applicable to the video (testing, Taser 7 function check, training, accidental activation, etc.), the video shall be labeled with the event ID of "P999999999" and categorized with the "Misc/Training/Other (No Citizen Contact)" retention category.
2. Axon Squad Video Cameras (SVCs)

When a SVC event has concluded and the video recording is stopped, it shall be properly categorized, labeled with the case number (or the event number if no case number exists), and immediately uploaded through the Axon dashboard.
 3. Axon Body Worn Cameras (BWCs)
 - a. Charging: The BWC charge shall be properly maintained to ensure functionality. The BWC must be charged with either:
 - i. An Axon-provided USB-C cable. Other branded charging cables shall not be used. The Axon USB-C cable facilitates the ability to charge the BWC while it is being worn.
 - ii. An Axon-provided docking station.
 - b. Firmware Updates: The BWC must be connected to the laptop computer with the issued USB-C cable and synced with the Axon software at least once every 30 days (monthly) to ensure firmware is up-to-date. Members shall update the firmware if an update is available. Docking stations will update firmware automatically but require a minimum of two hours to complete. For that reason, docking stations should not be utilized if they prevent members from conducting assigned duties.
 - c. Upload: When a member's BWC event has concluded and the video recording is stopped, it shall be properly categorized, labeled with the case number (or the event number if no case number exists).
 - a. Members with a state unit equipped with Axon SVC shall immediately select the video for priority upload.
 - i. Non-sworn members at fixed locations shall utilize docking stations to upload video at the end of their shift.
 - ii. Non-sworn members with a state-issued vehicle without an Axon SVC shall utilize Axon View XL to upload videos throughout their work shift, or using automatic Wi-Fi upload (if equipped).
 - iii. All BWC video is encrypted end-to-end and stored in FBI CJIS approved cloud storage (626.8473 S (3)(b)(11)).

- d. Members (or member's supervisor if tied to a team response event) shall document BWC stealth mode use in a TraCS report.
 - e. To protect the BWC from prolonged exposure to temperature extremes, members shall store the device inside a temperature-controlled environment after every shift. The device should be turned off immediately at the end of shift and turned on immediately when starting shift.
4. **Reviewing of BWC and SVC Recordings (13.825, 626.8473 S(3)(b)(1))**
The video storage platform has integrated auditing and view and access attempts are tracked at the individual level. This policy serves as written authorization, as required by Minn. Stat. sec. [13.825](#), to access video subject to the following conditions:
- a. All access shall be for legitimate law enforcement purposes only.
 - b. Notes should be entered to document why the video is being accessed (e.g. "Report writing", "Court prep", "Pursuit review", "Routine audit", "Case investigation", etc.)
 - c. Supervisors, Legal Counsel, Data Practice Coordinator(s), and Data Practices Support Personnel may access BWC data in order to complete their duties.
 - d. Internal or supervisory audits and reviews are mandatory to ensure compliance with policy and law (Minn. Stat. 626.8473 subd (3)(b)(12)).
 - e. District investigators may access BWC data for case investigation purposes.
 - f. With approval from a Major, for training or incident review purposes.
 - g. When a member receives a request for copies or review from other law enforcement agencies, it must be in writing and directed to the District/Section Commander for approval.
 - h. Members are allowed access to their own BWC data and may view other member's footage for legitimate business purposes only (i.e. case investigation, report writing, court preparation, etc.). In regard to a critical incident, access is subject to any applicable restrictions outlined in GO [10-045](#) (Critical Incidents).
 - i. Data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.
 - j. Support staff may share copies of case files with prosecutors but viewing the data requires additional approval from the District/Section Commander.
 - k. In compliance with data practices laws, including pursuant to Minn. Stat. § 13.82, subd.15 (public benefit data).
5. **Recording Devices**
If a recording device fails to operate properly, members shall notify a supervisor as soon as possible. iPhones with the Axon Capture app must be maintained and utilized in accordance with GO [20-017](#). If utilizing a digital audio recorder, the memory card shall be left in the recorder at all times except for data transfers on a state computer.
6. **Digital Audio Recordings**
- a. iPhone
 - (i) Utilize the Axon Capture app to capture the recording.
 - (ii) Add the correct case number (or the event number if no case number will be assigned) and retention category.
 - (iii) Select and upload the recording to evidence.com as soon as practicable. The audio files in evidence.com are considered the original copy.
 - b. Digital Audio Recorder
 - (i) Download the recording from the digital device to the MDC as soon as practicable.
 - (ii) Utilize the case number to rename the electronic file on the MDC. Additional identifying information can also be included in the file name (e.g. witness name, date, etc.).
 - (iii) Submit the properly named electronic file via email or direct file transfer to the district server. Notify the district office when files are transferred to the server.
 - (iv) Members shall not attempt to delete recorded space that has no value (such as leading space prior to an interview), as it will alter the electronic file which could impact admissibility into court. Members shall not edit or modify any original digital file, except to delete the file from the MDC or digital recorder as provided in this policy.

(v) After being copied, submitted, and transcribed (if needed), files should be deleted from the recorder and the MDC every two to four weeks.

c. Transcription

If a transcription of a recording is needed, notify the District/Section transcriptionist. Files from digital recorders shall only be emailed after the original is retained. After receiving the typed transcription, members must compare the transcription to the original recording to certify the transcription's accuracy before approval.

F. Data Practices Coordinator

1. Coordinate and respond to data requests for evidence obtained by SVCs, BWCs and other recording devices.
2. Review all recordings prior to public release to ensure compliance with Minnesota data practices laws.
3. Arrange for an independent biennial audit of BWC data and ensure results are shared as required by Minn. Stat. sec. 13.825, subd. 9. Also arrange and conduct internal district audits of BWC data twice annually to ensure each district is in compliance with data laws and retention policies.
4. Maintain the following public BWC data as required by Minn. Stat. sec. 13.825, subd. 5:
 - a. The total number of devices owned by the agency;
 - b. A daily record of the total number of devices actually deployed and used;
 - c. The policies and procedures for use of portable recording systems; and
 - d. The total amount of recorded audio/video data collected by the portable recording system and maintained by the agency, the agency's retention schedule, and the agency's procedures for destruction of the data.
5. Notify the BCA within ten days of acquiring new BWC technology that expands the type or scope of capability beyond video or audio recording, pursuant to Minn. Stat. 13.825, subd. 10.

G. District/Section Commander

1. Establish a district policy for handling transcription requests.
2. Provide any recordings with training value to the Training and Development Section after final adjudication and with approval from the Major. Affected members should be notified prior to use.

IV. USE AND ACCESS REGARDING SVC AND BWC

- A. Audio and video recordings generated in connection with a member's duties are the exclusive property of MSP and shall not be available for external use, except as provided in this policy and under state law.
- B. Audio and video recordings are subject to General Order 10-025 (Data Practices) and the Minnesota Data Practices Act (Minn. Stat. Chap. 13). BWCs are also specifically subject to Minn. Stat. 13.825.
- C. In instances where a member has used force against an individual and the individual has died as a result, the State Patrol will:
 1. Allow the representative of a decedent an opportunity to view BWC video within 5 days of a request. The viewing must be in accordance with the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, Minn. Stat. 626.8473, and may require redaction (626.8473 S(3)(b)(4)).
 2. Release all BWC data, redacted no more than what is required by law, documenting the incident no later than 14 days after the incident, unless the Chief asserts in writing that the public classification would interfere with an ongoing investigation (626.8473 S(3)(b)(5)).
- D. Members are prohibited from using department-issued recording devices for personal use.
- E. Members are prohibited from using personal recording devices while on duty.
- F. Members are prohibited from retaining, duplicating, or distributing any recordings made except those needed by authorized persons for business reasons as specified in other sections of this policy.
- G. Members are prohibited from overtly or surreptitiously recording other co-workers using the BWC.

V. RETENTION OF AUDIO/VIDEO RECORDINGS

- A. All audio/video recordings shall be kept in accordance with Chap. 13, MSP Records Retention Schedule (GO 10-063), and Minn. Stat. 626.8473. Members are prohibited from altering, erasing, or destroying any recording or data and metadata related to the recording prior to the expiration of the applicable retention period (626.8473, subd(3)(b)(1)). Data and metadata, as used in 626.8473, subd(3)(b)(1), refers to Axon system-generated recording metadata, which is fully documented and retained within the internal audit trail. The requirements of this section do not preclude members from inputting data that must be entered or edited to properly identify and categorize evidence.

- B. Upon written request of the subject of BWC data, MSP will retain the relevant BWC video beyond the normal retention period and up to 180 additional days. At that time, MSP will notify the subject that the data will be destroyed unless a new request is made.

VI. SANCTIONS FOR MISUSE OF EQUIPMENT AND/OR RECORDED MEDIA

Any member who does not utilize the equipment as outlined in this policy or misuses recorded data will be subject to disciplinary action up to and including termination (626.8473 S(3)(b)(12)). If criminal behavior is believed to have occurred, appropriate agencies will be notified for further investigation.

RELATED RESOURCE OR FORM

RESOURCE	TITLE
Minn. Stat. Chap. 13	MN Data Practices Act
Minn. Stat. sec. 626.8473	Portable Recording Systems Adoption/ Written Policy required
POST Model Policy	Portable Recording Systems Policy
CALEA Law Enforcement Standard 41.3.8	In-Car and/or Body-Worn Audio/Video

APPROVAL

NAME	Colonel Christina Bogojevic
TITLE	Chief, Minnesota State Patrol
DATE	April 24, 2025

GENERAL ORDER



Effective:	April 19, 2019	Number:	19-30-024
Subject:	PERSONAL PROTECTION EQUIPMENT (PPE)		
Reference:	GOs 25-008, 30-008, 30-011; Minn. Stat. sec. 299A.38 ; Minn. Rules 5205.0030 , 5207.0100		
Special Instructions:	Rescinds 18-30-024	Distribution:	A,B,C,F,N

I. POLICY

It is the policy of the Minnesota State Patrol to utilize issued personal protection equipment to reduce the risk of injury to employees. This equipment is not a substitute for the observance of safety procedures.

II. HIGH-VISIBILITY TRAFFIC SAFETY APPAREL

A. Definition

“High visibility traffic safety apparel” is defined as garments that meet or exceed the current ANSI Class 2 or ANSI Class 3 Minnesota OSHA and Federal Highway safety requirements.

B. Use of Safety Apparel

1. All employees are encouraged to wear high-visibility safety apparel on routine traffic stops; however, wearing the high-visibility safety apparel is mandatory when employees are involved in activities such as, working at crash scenes, directing traffic, investigating crashes, conducting vehicle inspection, working road construction details, handling lane closures or obstructed roadways, and when managing disasters within the right-of-way.
2. This clause shall apply 24 hours a day under all weather conditions.
3. Use of high-visibility safety apparel may be required at other work assignments and activities as directed by a supervisor.

C. Care and Replacement of High-Visibility Apparel

1. Safety vests and high-visibility jackets should be cleaned regularly to ensure best visibility. Most dirt is easily removed with soap and water.
2. The safety vest or high-visibility jacket shall be deemed unserviceable any time reflectivity has been substantially decreased due to normal wear or heavy soil.
3. Safety vests and high-visibility jackets will be replaced upon request.

III. BUMP CAP (HARD HAT OR SAFETY HAT)

- A. A bump cap shall be issued to each NAST-certified Trooper and CVI.
- B. The issued bump cap shall be worn at all times while engaged in inspection activities which require the member to crawl on or beneath a vehicle or when doors and/or hatches are being opened.
- C. It is recommended that the bump cap be worn while conducting any level of vehicle inspection (except Level 3) so the member develops the habit of wearing the cap when required.
- D. Bump caps may be worn with or without the chinstrap. The chinstrap works equally well if placed around the back of the head similar to the strap of the Trooper’s campaign hat. Bump caps may be cleaned, when necessary, with mild soap and water and a soft cloth. The manufacturer recommends avoiding the use of solvents as they may damage the cap.

IV. SAFETY GLASSES/GOGGLES

- A. Safety glasses shall be issued to each Trooper and CVI.
- B. Protective eyewear shall be worn at all times when participating in or standing in close proximity to firearms qualifications.
- C. Protective eyewear shall be worn at any time while conducting commercial vehicle inspections that require the member to crawl beneath the vehicle. Protective eyewear shall also be worn while inspecting hazardous materials loads or while performing any duty that has the potential of causing injury to the member’s eyes.
- D. Protective eyewear should be considered by all personnel while conducting searches and during evidence

handling, especially where narcotics are reasonably suspected to be encountered.

- E. Issued safety eyewear may be cleaned with mild soap and water and a soft cloth. Avoid the use of solvents and abrasive cleaners, as they will damage the eyewear.
- F. For inspection purposes, the use of personally purchased prescription eyewear with polycarbonate lenses may be worn in lieu of issued safety glasses or goggles.

V. HEARING PROTECTION

Hearing protection shall include foam ear plugs as well as earmuffs and shall be used when conducting firearms training. Members shall keep hearing protection equipment available in their patrol unit, with use required when practicable.

VI. RUBBER GLOVES

Protective gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and when handling or touching contaminated items or surfaces.

In addition, they should be worn while conducting any searches of persons or vehicles and must be worn while handling narcotics evidence. Personnel should also consider wearing two pairs of gloves while handling narcotics evidence.

VII. NALOXONE

Naloxone and an employee trained in its administration shall be monitoring and immediately available to other employees who are conducting searches at State Patrol facilities, any presumptive testing of drugs, or in other activities where exposure to opioids and opioid derivatives are likely. A monitoring naloxone-trained and equipped employee is encouraged for any other search of articles or vehicles. See GO 25-008.

VII. SAFETY SHOES

- A. Appropriate safety footwear shall be worn at all times while using portable scales or while performing any duty that requires the use of safety shoes.
- B. Safety shoes shall be maintained and shall be of a style prescribed in General Order 30-008 or 30-011.

VIII. SOFT BODY ARMOR

- A. Trooper Responsibilities for Wear – See General Order 30-008 III(B)(4).
- B. Purchasing Procedure

New concealable soft body armor (including front and back panels, soft trauma plate, hard trauma plate and two tan concealable carriers only) may be purchased for a member when the member's current vest is more than five years old. When new concealable soft body armor is needed, the member should:

1. Contact MSP Purchasing at MSP Headquarters to verify eligibility and make a request to purchase.
2. An MSP Buyer will notify the member whether the request is approved or denied.
3. If the request is approved, the member will access the Materials Management Division (MMD) purchasing guidelines to review allowable vendors, vest options, and the costs.
4. The member will then contact an approved vendor to arrange for fitting and selection.

The vendor must submit a detailed itemized estimate regarding the anticipated purchase to an MSP Buyer at patrolpurchasing@state.mn.us.

5. If a MSP Buyer approves the vendor's estimate, the vendor can process the order per MSP purchasing guidelines.
6. Any purchases made outside of the MMD purchasing guidelines will be the personal financial responsibility of the member.

C. RESPIRATION PROTECTION EQUIPMENT

- A. General

1. The department issues negative-pressure air purifying tight-fitting respirators to protect its employees in environments where chemical crowd-control agents (or other chemical, biological agents as specified in training) have been dispersed or have the potential to be encountered or exposed to; such as fentanyl or other hazardous substances.

2. The respiration protection equipment shall **not** be worn to affect a rescue in a smoke-filled environment or in an environment where the air elements or ingredients are unknown or are likely to cause death or permanent adverse health effects.
3. Each sworn employee who meets the medical requirements described below will be issued a properly fitting and tested respiration protection device.
4. Special Response Team (SRT) Troopers may also be issued Powered Air Purifying Respirators (PAPR) for use in chemical or biological environments.
5. N95 disposable respirator masks may also be issued to help protect Troopers from microorganisms including bacteria and many viruses as well as against other hazardous substances. These should be kept in a quart sized Ziploc bag inside the Trooper's first aid kit.
6. Respiratory protection should be taken into consideration during searches of persons, property, vehicles, and in buildings when it is likely the member will potentially encounter narcotics or residue of them. Depending on the evaluation of the threat, this may include the N-95 mask or issued respirator given that the issued respirator filter is designed to protect against the inhalation of fentanyl, its analogs, and other hazardous chemicals.

B. Program Administrator Responsibilities

The program administrator for the respiration protection program is the Respiration Protection Coordinator Sergeant assigned to the Training and Development Section. The duties of the program administrator include:

1. Administration of the medical review process.
2. Selection of respiration protection equipment.
3. Development of training plans for initial and in-service training on the proper inspection, use, cleaning, and storage of respiration protection equipment.
4. Arranging and conducting required training and quantitative fit testing.
5. Maintaining required records.
6. Maintain compliance with current Minnesota OSHA requirements, including annual fit testing for all troopers.

C. Requirements

1. Each employee issued respiration protection equipment will complete an initial quantitative fit- test according to the training plan. Employees must complete a new fit-test after significant changes in medical condition or body type (significant weight gain or loss) that may affect the fit of the equipment.
2. Each employee must submit a medical clearance form before being issued respiration protection equipment. Employees must submit a new medical clearance form after significant changes in medical condition or body type (significant weight gain or loss) that may affect the fit of the equipment. Employees that fail to receive medical clearance or fail to pass the fit-testing will not be issued respirator equipment and may not be deployed into crowd control situations in an area where chemical agents may be used. Failure to receive medical clearance or failure to pass the fit-testing will NOT be used to determine fitness for general duty.
3. Each employee issued respiration protection equipment must receive an initial fit test and training and periodic in-service training to include:
 - a. periodic inspection of the equipment and filters;
 - b. application of filter(s);
 - c. donning of the equipment;
 - d. proper adjustment of the equipment, including the proper seal check;
 - e. removal of the equipment;
 - f. cleaning and proper storage of the equipment;
 - g. replacement of filters or respirators when required.
4. The employee is required to complete an annual fit test and review the procedures and instructions for

using the respiration protection equipment as provided in the initial training or subsequent in- service training.

5. Respiration protection equipment shall only be used with department issued filters designed for protection against crowd control and other chemical agents as described in training.

D. Annual Fit-Testing/OSHA Mandate

1. Each district shall coordinate with Training and Development to designate one employee to receive the proper training so that he/she may conduct annual fit-testing for all Troopers in that particular district. The equipment needed for the testing shall be rotated among districts, with up to a month provided for each district to complete the testing.
2. Fit-testing during odd calendar years will include a confidential medical questionnaire.

E. Cleaning and Inspection

1. The respiration protection equipment shall be cleaned after each use according to the manufacturer's instructions.
2. The issued respiration protection equipment shall be inspected annually by the employee to check for cracking rubber, deterioration of straps, defective valves, and broken or cracked lenses. The filter should be inspected to ensure that it is stored with the threaded outlet cap and inlet caps attached. The hydration tube should be inspected to check for leaks and cracks.
3. A record shall be maintained of all instances in which the respiration protection equipment has been used to determine when filter cartridge replacement is necessary. This form will be included with the issued respiration protection equipment.

F. Application of Filters

1. Filters readied for quick deployment should be removed from the plastic container it is delivered in. To maintain integrity, the filter should then be stored with the threaded outlet cap and inlet cap attached. To avoid damage to the canister mount on the gas mask, filters should not be stored attached to the gas mask when not in a deployment status.
2. To attach the filter to the mask, remove the outlet and inlet caps. Hand tighten the filter onto the gas mask, do not overtighten. After deployment, remove the filter from the gas mask and reattach the outlet and inlet caps on the filter for storage.
3. Replacement of filter cartridges shall follow the manufactures guidelines. Troopers may replace filters as needed, depending on the amount of use and or chemical environment exposure.

Approved:

SIGNED 4/19/2019

**Colonel Matthew Langer, Chief
Minnesota State Patrol**

GENERAL ORDER



Effective: August 21, 2019	Number: 19-30-025
Subject: NALOXONE	
Reference: Minn. Stat. sec. 151.37, subd. 12	
Special Instructions: Rescinds 18-30-025	Distribution: G

I. POLICY

This policy provides guidelines and sets parameters for Minnesota State Patrol employees to administer opioid overdose medication. The objective is to minimize risk to employees, and to treat opioid overdoses in order to reduce the likelihood of fatalities from exposure.

II. DEFINITIONS

Naloxone – Also known as Narcan[®], is an intranasal prescription medication that can be used to reverse the effects of an opioid drug overdose.

Opioids – A class of drugs that include, but are not limited to, heroin, morphine, oxycodone, methadone, hydrocodone, fentanyl, and codeine.

III. RESPONSIBILITIES

1. Training

- a. Only employees who receive training in the recognition of signs of opioid overdose and the use of opioid antagonists may administer naloxone. Employees may administer opioid overdose medication in accordance with protocol specified in required training and in compliance with the manufacturer's recommendations.
- b. The Training and Development Section shall maintain records of the employees who have received the training and a copy of the training curriculum.
- c. Employees should handle, store and administer the medication consistent with their training and the manufacturer's recommendations. This includes not allowing it to freeze or overheat. The medication should be checked regularly to ensure it is serviceable and not expired. Any expired medication should be removed from service and turned in at the district office.

2. Deployment

- a. Employees engaged in patrol duty, evidence handling, or other duties where opioid exposure is possible are required to have naloxone readily accessible to them.
- b. Naloxone stored at district offices and scale sites shall be in a secure location known to all trained personnel and readily accessible in case of an emergency within the building. A trained person shall monitor vehicle searches at district offices or scale sites and be prepared should another employee be exposed to opioids.
- c. When encountering an individual who is unresponsive and appears to have suffered from an opioid overdose, personnel shall have emergency medical personnel started to the scene, begin any necessary rescue breathing, and administer the naloxone consistent with the training provided. If there is no improved breathing or regained consciousness, administer a second dose of naloxone. Rescue breathing should be performed while waiting for the naloxone to take effect and until emergency medical personnel can take over.
- d. Employees should attempt to attain information about the incident from individuals at the scene if any are present.

3. Reporting

- a. When naloxone is administered, a case number and field report are required. The report shall be completed in Tracs. For tracking/search purposes, it is important to use the word “naloxone” or “Narcan” in the report. For reporting purposes, the following needs to be documented in the report:
 - i. the number of doses administered by the employee; and
 - ii. whether the overdose resulted in a fatal or non-fatal circumstance.
- b. Assigned Headquarters staff will search the Tracs database at least once per week for reports that indicate a naloxone/Narcan deployment. Any deployments by MSP personnel recorded in Tracs will then be entered by Headquarters staff into the Overdose Detection Mapping Application Program (ODMAP).

4. District Commander/Designee Responsibilities

- a. Ensure an adequate, non-expired supply of naloxone is available to trained employees.
- b. Replace naloxone that is damaged, unusable, expired, or deployed.
- c. Ensure that any administration of naloxone to an individual will have a corresponding report prepared in Tracs by the administering employee.

Approved:

SIGNED 8/21/2019

**Colonel Matthew Langer, Chief
Minnesota State Patrol**