

MINNEAPOLIS POLICE DEPARTMENT

CCN

**CERTIFICATE AND DECLARATION OF ARREST BY PRIVATE PERSON
AND DELIVERY OF PERSON SO ARRESTED TO PEACE OFFICER**

DATE:	TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM	PLACE:
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I, _____, hereby declare and certify that I have arrested

PRINT NAME OF PERSON BEING ARRESTED:	DATE OF BIRTH:	ADDRESS:
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for the following reasons: _____

and do hereby request and demand that _____, a Peace Officer, issue a citation to this person whom I have arrested if the person meets the criteria for such a citation, or to conduct this person to the nearest magistrate to be dealt with according to law; and if no magistrate can be contacted, then to conduct this person to jail for safekeeping until the required appearance can be arranged before a magistrate. I will, when requested, sign under oath the appropriate complaint against this person for the offense(s) which this person has committed and for which I made this arrest; and I will testify under oath of and concerning the facts and circumstances involved herein. I will save said officer(s) harmless from any and all claims for damages of any kind, nature and description arising out of their acts at my direction, including but not limited to any suits for false arrest, false imprisonment or malicious prosecution brought against me or said officer(s). I agree to appear and sign a formal complaint in the event the City or County Attorney's Office does contact me and request me to do so.

PEACE OFFICER WITNESS TO THE STATEMENT	
SIGNATURE:	BADGE NUMBER:
SIGNATURE:	BADGE NUMBER:

PRIVATE PARTY MAKING ARREST	
PRINT NAME:	
HOME ADDRESS:	
BUSINESS ADDRESS:	
HOME PHONE NUMBER:	BUSINESS PHONE NUMBER:
SIGNATURE:	

INSTRUCTIONS TO OFFICER(S) – UPON BEING ADVISED THAT A PRIVATE PARTY WISHES TO MAKE A CITIZEN'S ARREST, OFFICER(S) SHALL:

1. Determine whether circumstances justify taking the accused into custody (if officer(s) feel the arrest is illegal, complaint shall be referred to City Attorney);
2. Verify identity of person making arrest;
3. Assist arresting person with completion of this form;
4. Have citizen advise suspect that it is he/she who is making arrest, that he/she is being placed under arrest, and for what charge, e.g., "I am placing you under arrest for assault";
5. Advise person making arrest that City Attorney's Office will notify them if a formal complaint is needed;
6. If arrestee is a juvenile, refer citizen to County Attorney's Office – Juvenile Section;
7. In cases handled through an Investigative Division, advise citizen to report to respective division for a copy of police report before proceeding to City Attorney's Office;
8. Complete necessary reports;
9. Process arrestee through proper channels; and
10. Tag and field arrestee if appropriate criteria is met as described by law.