



# CRYSTAL POLICE DEPARTMENT

## Standard Operation Procedure

TITLE: Sick Calls  
NUMBER: 2.23  
DATE: 9/22/2025  
NO. PAGES: 1

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### PURPOSE

This SOP relates to any and all sick calls for police employees.

### SCOPE

All police department employees.

### POLICY

All personnel when calling in sick shall call the police department as early as possible but no later than one (1) hour prior to the time scheduled to report for duty. (Notification is to be made for each day of absence, except for prolonged illness where arrangements for an extended leave have been).

Personnel assigned to the Patrol Division shall notify the on-duty supervisor (Sgt. Or OIC) and speak to that person directly. Personnel assigned other units shall notify their direct supervisor.

Members who have used less than three (3) days of sick leave must submit a sick leave request via the scheduling software, or request an on duty supervisor to make the entry on their behalf.

Members requesting sick leave for three (3) or more consecutive days shall submit a physician's note with the Employee Request for Leave utilizing the schedule system to their supervisor immediately upon their return to work.

Employees may not engage in outside employment of any kind during absences from the police department because of illness, injury or family leave unless approved by the Chief of Police.

### SICK LEAVE & TRAINING SESSIONS

It is expected that any member of the department assigned or enrolled to attend a school or training session will contact an on-duty supervisor to report an absence.