



# CRYSTAL POLICE DEPARTMENT

## Department Policy Manual

TITLE: Outside Employment  
NUMBER: 2.12  
DATE: 08/17/2017  
NO. PAGES: 3

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### PURPOSE

The purpose of this policy is to ensure the ability of department members to perform their duties; identify and limit the liability of the city for member's outside law enforcement related employment; and to prevent members from engaging in any activity which creates a conflict of interest.

### DEFINITIONS

**MEMBER** – all employees and volunteers of the Crystal Police Department empowered to act in the name of the city.

**LAW ENFORCEMENT RELATED EMPLOYMENT** – any activity, paid or unpaid, which relies on a member's position or credentials as a peace officer or involved the use of department issued uniforms or equipment.

### GENERAL RULE

Members of the Crystal Police Department may not engage in law enforcement related employment with the express permission of the Chief of Police. Any activity which interferes with the member's ability to perform their duties or creates a conflict of interest for the member is prohibited.

### RULES SPECIFIC TO EMPLOYEES

The following outside law enforcement related employment is prohibited for all department employees, unless specifically approved by the Chief of Police:

1. Employment by any business that is a licensee or has a financial relationship with the city of Crystal
2. Employment while on duty for the city, on sick leave, I.O.D. status, or suspension
3. Employment that includes checking identification for service of alcohol
4. Employment by any probationary police officer
5. Any law enforcement related employment that is not contracted through the city of Crystal, unless the officer is employed by another law enforcement agency as a part time or temporary officer (i.e. Transit police, U of M Police, State Fair Police)

### POLICY

All members must get prior approval for law enforcement related employment by submitting an outside employment application to the Chief of Police. This does not include outside employment, which is contracted through the police department for which the coordinator has submitted and received approval for the activity.

All outside law enforcement related employment must be contracted through the city of Crystal unless the employer is a law enforcement agency and/or the officer is a part-time or temporary officer for that agency (i.e. Transit Police, U of M Police, State Fair Police).

All officers working city contracted outside employment are considered on duty and working for the city of Crystal, and under the direct supervision of the on-duty Crystal supervisor or OIC. These officers do not work for the individual who requested the contracted services. Officers working contracted outside employment are subject to all policies and regulations of the city of Crystal and the Crystal Police Department.

The Chief of Police will approve all requests for contracted police services. Approved contracted outside employment will be posted and filled in the same manner as other overtime assignments. The outside employment supervisor will coordinate the filling of contracted outside employment opportunities. No employee will be ordered to work outside employment.

The official Crystal police uniform, worn in conformity with the department rules and regulations, is authorized for use in city contracted outside employment, or employment as a temporary officer (i.e. State Fair Police).

Members shall not engage in law enforcement related activity for more than 16 continuous hours or more than 16 hours in a 24-hour period. This included outside employment and on duty employment hours combined.

Employment outside the city of Crystal must be in compliance with all state statues and local ordinances.

All payments for outside contractual law enforcement related employment will be made through established city payroll procedures for overtime work; utilizing overtime requests through workforce director. The label "off-duty contract" shall be selected when requesting overtime. Compensatory time is not available for contractual outside employment. The city will pay the officer performing the contractual outside employment duties their regular overtime rate and in turn, bill the person requesting the contractual outside work for associated costs.

## **RECOCAATION OR DENIAL OR PERMISSION**

Any of the following may be grounds for denying or revoking law enforcement related outside work permission:

1. Performance of outside employment while on regular duty
2. Work which interferes or conflicts with police duties or availability for emergency duty
3. Work affecting ability to perform police duties efficiently
4. When prior approval has not been granted
5. When excessive sick days or other evidence indicates outside employment impairs ability to perform assigned duties
6. Policy violations while working outside employment

