



## CRYSTAL POLICE DEPARTMENT

### Department Policy Manual

TITLE: Licenses & Permits

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## POLICY

The authority for issuing the following permits is held jointly by the City Manager and the Chief of Police.

The Police Department has the authority to conduct an investigation by the request of the City Clerk upon application for the following types of permits:

1. Liquor licenses
2. Vendor permits
3. Solicitation permits
4. Others designated by the appointing authority

The ranking member of the Administrative Services Division shall investigate the applications for all designated permits. The finding shall be reported to the requestor.

## LICENSE VIOLATIONS

When violations of any license or permit are discovered, one of the following courses of action shall be followed:

1. Arrest the violator, if such action is warranted
2. Complete and file a tab sheet unless the matter needs further investigation, in which case an offense report shall be completed.

## TITLE

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