

MINNEAPOLIS POLICE DEPARTMENT

SPECIAL ORDER



BY ORDER OF THE CHIEF OF POLICE

DATE ISSUED: July 27, 2023	DATE EFFECTIVE: August 1, 2023	NUMBER: SO23-020	PAGE: 1 of 2
TO: Distribution "A"			RETENTION DATE: Until Rescinded
SUBJECT: <b>Manual Revision – <u>3-802 Off-Duty Timekeeping</u></b>			APPROVED BY: <i>Chief O'Hara</i>

MP-8806

**Introduction:** This policy is being added to aid the Department in tracking the number of hours being worked and how resources are being used.

Effective with the issuance of this Special Order, Section 3-802 of the MPD Policy and Procedure Manual shall be added as follows:

**3-802 Off-duty Timekeeping**  
(08/01/23)

**A. Entry of hours required**

Employees shall enter all hours of off-duty employment into Workforce Director for all paid or unpaid work in an MPD uniform or in a law enforcement capacity. This includes:

- Work in an MPD uniform.
- Work in a plainclothes law enforcement capacity.
- Work for another law enforcement agency in a law enforcement capacity.

**B. Required information**

Entries shall be coded POD and shall include the following information:

- Date and beginning and end time of the off-duty employment
- Name of the off-duty site
- Address of the off-duty site
- The squad number for any marked squad that was used, or the P# if an unmarked vehicle is used (when applicable)
- Call sign

**C. Entry timing**

Entries for planned off-duty shifts shall be recorded as soon as the shifts are known, and at least 72 hours prior to the start of the planned off-duty shift.

1. Any necessary adjustments shall be made by the start of the next on-duty shift.
2. If the off-duty shift was unplanned or was scheduled within 72 hours of the off-duty shift, the entry shall be made by the start of the next on-duty shift.

**D. No overtime for entry**

Overtime shall not be accrued for entering off-duty hours.

**E. Failure to Adhere**

MPD may deny or revoke permission for any off-duty employment for violations of this policy, in accordance with P&P 3-801.