Kenosha Police Department Policy and Procedure Manual

Subject:	**RULES AND REGULATIONS GOVERNING POLICE OFFICERS' OFF DUTY OCCUPATIONS**
Effective Date	December 1, 1980
Last Revised:	January 23, 2012
Last Reviewed:	January 23, 2012
Policy Number	26.2
Special Instructions	KPPA Labor Contract. Secondary Employment Request Form
Distribution	All Personnel
Reevaluation Date	Annually
Number of Pages	2

1. Any sworn member of the Kenosha Police Department, who wishes to engage in secondary employment at any time, including furlough periods, must submit a request for secondary employment to his/her commanding officer. The request must be submitted on a departmental form to be provided.
2. The Commanding Officer will indicate his/her recommendation on the form and forward the original request through channels to the Deputy Chief of Police for recommendation then to the Chief of Police for final approval or disapproval.
3. The original request will be filed in the member's personnel file, with one copy sent to the Commanding Officer, one copy to the Human Resource Department, and one copy returned to the member indicating approval or disapproval. If the request is disapproved, the reasons for the disapproval will be provided.
4. Members of the Kenosha Police Department will be permitted to engage in secondary employment except:
    a. Where the secondary employment or the place where it is performed are reasonably likely to bring either the department or the applicant into disrespect, to involve the applicant in violations of the Rules of Conduct, or to create a conflict of interest.
    b. Where the secondary employment of a 5-2 police officer cannot exceed 25 hours in a work week and a 4-2 police officer cannot exceed 20 hours in a work week. A duty week is considered "work days" only. A maximum of five (5) hours will be allowed per "work day".
    c. Applicants for bartender's license.
    d. Applicants for tavern licenses.
    e. Applications for off duty work while in K.P.D. uniform.
5. Any secondary employment which may involve the exercise of law enforcement powers will require an agreement that no compensation will be paid by the city for arrests, court appearances or other matters arising out of such secondary employment.
6. At any time during an employee's secondary employment, the Chief may notify the employee that the Chief now believes the employment violates section #4 above and the approval for such secondary employment has been revoked.

7. All members who desire to engage in secondary employment must recognize that their primary duty, obligation and responsibility are to the Kenosha Police Department. Members are subject to call at any time for emergencies, special assignments or overtime, and no secondary employment may infringe upon this obligation.
8. Upon termination from any secondary employment, department members shall, as soon as practical, notify the Deputy Chief of Police in writing.

JOHN W. MORRISSEY, CHIEF OF POLICE