

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	26.2 Rules and Regulations Governing Police Officers' Off Duty Occupations			
Effective Date:	12/1/1980	Revision Date:	1/31/2019	
Action:	K.P.P.A. Labor Contract. Secondary Employment Request Form		Number of pages:	2

I. Policy:

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 the departmental form. No work may be performed for the secondary employer until written approval is received.

II. Procedure:

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.

- A. The officer will complete secondary employment form and turn it into shift commander.
- B. 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.

III. Guidelines:

- A. Members of the Kenosha Police Department will be permitted to engage in secondary employment except:
 - 1. 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.
 - 2. Where the secondary employment of a 5-2 police officer would exceed 25 hours in a work week and a 4-2 police officer would 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".
 - 3. Applicants for bartender's license.
 - 4. Applicants for tavern licenses.
 - 5. Applications for off duty work while in K.P.D. uniform.

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- B. 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.
- C. At any time during an employee's secondary employment, the Chief may notify the employee that the Chief now believes the employment violates section III (A) of the policy Guidelines and the approval for such secondary employment has been revoked.
- D. 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.
- E. Upon termination from any secondary employment, department members shall, as soon as practical, notify the Deputy Chief of Police in writing.
- F. Officers that work secondary employment are doing so under their own volition and not as an assignment by the Kenosha Police Department. Officers are not to call in to dispatch advising that they are On-Duty, on "Special Assignment" or any other descriptor that would indicate a Kenosha Police authorized activity, unless they are working under assignment of the Kenosha Police Department.
- G. The use of Kenosha Police Department Equipment for off duty employment or any non-City purpose is prohibited and violates both Kenosha Police Department and City of Kenosha policies.
- H. Officers will not identify themselves as police officers and will not wear any clothing identifying themselves as members of the Kenosha Police Department for purposes of part-time employment.
- I. The use of the TIME system for off-duty employment purposes is strictly prohibited. Therefore, officers will not, on their own, or with the aid of dispatch, run any DOT information, nor will they request any other law enforcement personnel or agency to run DOT information or use the TIME system for them.
- J. Officers will not use their status as a Kenosha Police Department officer to promote a business or to otherwise profit.
- K. An officer may not engage in secondary employment during any time they are being compensated by the Kenosha Police Department, by administrative or sick leave or worker's compensation. This section applies to hours an employee would have otherwise been on-duty, e.g. during an assigned shift.