

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: May 14, 2020

HISTORY: October 1, 1999

SUBJECT: Outside Employment

POLICY NUMBER: 99-048

I. INTRODUCTION

This establishes department policy with regard to outside employment. Outside employment is defined as employment engaged in during off-duty hours. Outside employment is a common practice which, although generally permitted, raises certain concerns for a law enforcement agency. This policy is intended to balance the prerogative of members of this department to pursue outside employment without unreasonable restrictions and the interests of the department in avoiding those aspects of outside employment which adversely affect the department's ability to discharge its mission.

II. POLICY

Members of this department may engage in outside employment without limitation provided notification requirements are complied with and that outside employment does not result in a conflict of interest or cause the member to be unfit for regular duties.

III. DEFINITION

Secondary Employment - Any employment, inclusive of self-employment, that occurs outside your scope as an Oconomowoc Police Department employee.

IV. CONFLICT OF INTEREST

- A. Department policy 99-024 covers conflict of interest and should be applied to outside employment situations. Based on that policy, the following employment is deemed to be a conflict of interest:
1. Service or sale of alcoholic beverages within the City of Oconomowoc limits.
 2. Employment by convicted felons.
 3. Employment as a bail bondsman or acting as bail for any person under arrest.
- B. The following outside employment raises a significant possibility of a conflict of interest and members of the department are cautioned to avoid conflicts of interest if they engage in these types of outside employment:
1. Private investigator or security guard, particularly involving City of Oconomowoc cases.
 - a. Members of this Department who are employed off-duty as security guards or private detectives are prohibited from exercising any authority or privilege afforded them by virtue of their position with the Department while engaged in such off-duty employment.
 - b. This prohibition extends to the legal privilege to make arrests and to carry a concealed weapon. Additionally, members engaged in this type of employment are subject to applicable provisions of the Wisconsin Statutes and the rules of the State Department of Regulation and Licensing as they apply to private detectives and security guards.
 2. Employment for a regular department vendor.
 3. Employment by an alcohol beverage licensee.

V. PHYSICAL IMPAIRMENT

- A. Outside employment renders a member of the department unable to perform his/her customary duties when that employment is engaged in to an extent that a member of the department does

not have the opportunity for adequate rest. The Department offers the following guidelines to ensure adequate rest prior to reporting for duty.

1. No more than 6 hours of outside work between consecutive duty periods.
 2. No more than 16 hours on regular off days.
- B. Another consideration for members evaluating outside employment should be the extent to which that employment may cause injury or illness not duty related and thus requiring the use of sick leave to cover absence from duty.
- C. A final consideration for members seeking outside employment is their availability for unscheduled overtime and, of greater importance, emergency recall to duty.

VI. NOTIFICATION OF OUTSIDE EMPLOYMENT

- A. All members of the department are required to notify the Chief of Police of outside employment.
1. Notification must be in writing and should indicate the nature of the outside employment, the employer and the approximate hours involved.
 2. On or about January 1st. of each year, officers are required to submit to the Chief of Police, via the chain of command, a "matter of" regarding the status of their part time employment.
 - a. The "matter of" should contain the information listed in number VI.A.1.
 3. Re-notification must also be made in the event of any significant change in outside employment.
- B. Members who obtain outside employment are also urged to inform their outside employer of the nature of their regular full-time employment. In so doing, members may be able to secure the outside employer's cooperation and support in the event the member's regular duties conflict with the outside employment.

VII. CONCLUSION

It is hoped that all full-time members of this department view this employment as their principal and primary occupational pursuit and strive to keep themselves free of conflict of interest and physically and mentally fit for their duties. Employees who are unclear as to the application of this policy are urged to discuss outside employment with their supervisor for clarification.

VIII. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict