

# UW Whitewater Police



## Off-Duty Employment

Number:  
22.3.4

No. Pages:  
3

Special Instructions:

Approved By:  
Chief Kiederlen

Effective Date:  
5/22/2008

Revised Date:  
8/9/2022

Revision number:  
3

### I. Purpose

The purpose of this General Order is to provide guidance on off-duty employment.

### II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to allow employees to work other off-duty employment to the degree that it does not interfere with the operation needs of UWWPD.

### III. Procedure

- A. Officers may engage in off-duty employment only if such employment does not create a conflict of interest with the department's mission or interfere with the employee's ability to satisfactorily perform department duties.
- B. Officers requesting permission to engage in off-duty employment must submit to the Chief or their designee a Request for Off-Duty Employment (see Attachment A).
- C. A request for off-duty employment shall be reviewed by the Chief or his/her designee and they will determine if such employment shall be approved based upon operational needs of the department.
- D. No off-duty employment which requires the sale or distribution of alcohol will be permitted, i.e. waitress/waiter, bartender or bouncer. No off-duty employment will be allowed at facilities engaged in adult entertainment or products.
- E. Such requests for off-duty employment will only be good for one calendar year from the date of the Chief's signature. Renewal of permission for off-duty employment must be submitted by the officer one month before the expiration of permission expires for approval.
- F. Whenever an officer enters into a Worker's Compensation status, authorization for off-duty employment is immediately revoked.
- G. No departmental equipment, uniforms or items may be used to facilitate, assist or supplement off-duty employment activities without the expressed consent of the Chief or their designee.
- H. All officers currently engaged in off-duty employment must submit for updated approval upon release of this General Order.

# UW Whitewater Police

- I. No officer on probation is allowed to work off duty jobs unless they receive special permission from the Chief of Police or their designee.

# UW Whitewater Police

## Attachment A. Off Duty Employment Request

Name: \_\_\_\_\_

Off Duty Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Expected Hours per Week: \_\_\_\_\_

In requesting off-duty employment, I understand and agree that such employment will always be of a secondary nature and the UW-Whitewater Police Department will be my priority employer. I acknowledge and agree the scheduling, assignments and needs of the UWWPD will not be jeopardized, altered or compromised to facilitate my off-duty employment. I also understand and agree permission for off-duty employment can be withdrawn at any time based solely on the determination of the UWWPD. I understand that any such withdrawal will be given to me in writing. I also understand and recognize that permission for off-duty employment is considered immediately withdrawn whenever I enter into worker's compensation status with the UWWPD regardless of whether or not I have received written notification. I acknowledge that no UWWPD equipment, uniforms or properties will be utilized in any way to facilitate my off-duty employment. I understand this authorization must be renewed annually based on the procedures outlined in General Order 22.3.4.

Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Administrative Use Only:**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Chief or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_