



CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE



Outside Employment

Eff. Date 09/16/2015

**Purpose**

Part-time employment for Madison Police Department (MPD) employees is subject to the provisions of Sections 5.03(2), 3.53(19) and 3.35(5)(c) of the Madison General Ordinances. The following policies and procedures will be employed to implement the mandates of the Ordinance.

**Procedure**

It is the policy of the MPD to permit employees to engage in part-time employment only if the employment does not interfere with, nor diminish, their ability to perform MPD duties, and is in keeping with the high standards and dignity expected of City employees. Employment by other law enforcement agencies in a police capacity will not be allowed.

**Before any employee is permitted to engage in part-time employment, permission of the MPD must be obtained through the following approval process:**

**APPROVAL PROCESS**

Requests for permission to engage in outside employment must be submitted on an "Outside Employment Form" to their Commanding Officer. The Commanding Officer will determine if the request is in keeping with the MPD policies. The following will be considered:

1. The nature of the employment, including the hours, location and the personal and professional hazards involved.
2. The anticipated effect, if any, the employment will have on the employee's ability to perform departmental duties.

Requests to engage in outside employment for an establishment holding any Class A, B, or C alcohol beverage license of any type, for employment as a cab driver, insurance investigator, or for employment with a company that holds a municipal license, shall receive careful review to assure the employment does not conflict with public interest or present the appearance of favoritism towards the company. Employment will not be approved in any other capacity that is not in keeping with the high standards expected from a MPD employee.

The Commanding Officer will forward the request, together with a recommendation, to the Chief of Police. The Chief of Police will confirm or deny the request and direct that the original copy be returned to the individual. One copy of the request will be placed in the personnel file and one copy will also be maintained in the outside employment folder by the Captain of the Personnel and Training Team.

Any employee engaged in outside employment will submit a report to their Commanding Officer in January of each year, and at any other time there are any changes in the nature and conditions of employment. The Commanding Officer will review permitting said employment to continue. At any time, the Commanding Officer determines, for any reason, that it is not in the best interest of the MPD to permit an employee to continue outside employment, the Commanding Officer shall inform the employee of that fact. The Commanding Officer shall then prepare a report of the reasons for this determination, and submit the report to the Chief of Police. The employee involved will be permitted to submit a statement with the Commanding Officer's report. If the Chief determines that continued outside employment by that employee is not in the best interest of the MPD, the Chief shall order the employee to terminate the outside employment.

Original SOP: 02/25/2015  
(Revised: 09/16/2015)  
(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017)