



UW-Madison Police Department

Policy: 22.3

SUBJECT: CONDITIONS OF WORK

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STANDARD: CALEA 22.3.1 – 22.3.5 WILEAG 2.4.5

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POLICY:

The University of Wisconsin-Madison Police Department shall document, disseminate, and equitably apply policies relating to conditions of work.

DEFINITIONS:

“Extra-duty employment” is defined as any secondary employment that is conditioned on the actual or potential use of law enforcement powers by any off-duty officer.

“Off-duty employment” is defined as any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by any off-duty employee.

PROCEDURE:

22.3.1 PHYSICAL EXAMINATIONS

The following shall govern Department-required physical examinations:

- A. A physical examination is a benefit to both the employee and the agency. Any physical examination should be conducted only to confirm the employees continued fitness to perform the tasks of their assignments and to inform them of their general physical condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation.
- B. All sworn and security personnel are required to submit to a physical examination prior to their initial hiring. All employees are also encouraged to have their own physical examination performed annually.
- C. The nature of some specific positions or responsibilities may necessitate periodic specific health screenings, such as those for crime scene personnel, firearms instructors, or range technicians who are repeatedly exposed to hazardous chemicals or lead contaminates. Any physical examination specifically required of any employee by the Department will be provided at no cost to the employee.

22.3.2 CRITERIA FOR PHYSICAL FITNESS

The following describes the agency’s policy regarding general health and physical fitness for personnel:

- A. The functions of a law enforcement agency require a level of physical fitness not demanded by many other occupations. Thus, both sworn and security personnel must pass the Department-approved, job-related physical assessment prior to obtaining a final offer of employment. Standards of fitness are those that have been shown to be directly related to the tasks performed. They are not created to eliminate or penalize employees who can otherwise perform the tasks of their assignment, with or without reasonable accommodation.
- B. All Department employees are required to maintain a level of fitness that permits them to effectively perform their assigned job tasks.

22.3.3 FITNESS AND WELLNESS PROGRAM

The following addresses the Department fitness and wellness program:

- A. The Department provides a fitness and wellness program that includes a personal fitness assessment and use of an exercise training room. Participation in the program is voluntary. Employees who are interested in using the exercise training room must receive the fitness evaluation prior to use of the room.
- B. The Professional Standards Lieutenant or designee coordinates enrollment in the fitness and wellness program. The personal fitness assessment shall be conducted by a Department-approved fitness trainer. Equipment authorized for use in the program shall also be approved by a Department-approved fitness trainer.
- C. The fitness and wellness program personal fitness assessment includes a health screening and strength and condition assessment. The Department fitness trainer shall provide individual education and goal setting during the fitness assessment.
- D. The Department provides ongoing support and evaluation in personal fitness efforts. A Department approved fitness trainer may be available, upon request, for follow-up consultation after an initial fitness assessment.

22.3.4 OFF-DUTY EMPLOYMENT

The following shall govern off-duty employment by sworn and non-sworn personnel:

- A. The Department has the first priority claim to an employee's services for both regular and overtime assignments. Therefore,
 - 1. Outside employment, including self-employment, will not be in conflict with the best interests of the Department; and
 - 2. Department uniforms, equipment and/or authority will not be used for outside employment.
- B. An employee applying for outside employment must submit a notification in writing to the Chief of Police with a copy to his or her supervisor. The letter must contain the prospective employer's name, address, and telephone number, the name of the immediate supervisor (if known), the type of employment, and the dates and hours of employment.
- C. An employee under investigation by his or her outside employer must notify his or her supervisor and the Chief of Police.
- D. An employee terminating outside employment must submit notification in writing to the Chief of Police with a copy to his or her supervisor as soon as they terminate outside employment.

22.3.5 EXTRA-DUTY EMPLOYMENT

The following shall govern extra-duty employment by sworn personnel:

- A. Sworn personnel must receive Departmental permission to engage in extra-duty employment. An employee applying for outside employment must submit a notification in writing to the Chief of Police with a copy to his or her supervisor. The letter must contain the prospective employer's name, address, and telephone number, the name of the employee's immediate supervisor, the type of employment, and the dates and hours of employment.
- B. Such applications shall outline all significant job-related aspects. The Chief of Police shall review all applications for extra-duty employment before granting approval. Advice should be sought from legal authorities when necessary and appropriate.
- C. The authority of officers working in an extra-duty capacity shall be clearly defined prior to the commencement of job-related duties. Such authority shall be determined by one or more of the following: State Statute, Department directives, established written agreements, and jurisdiction.
- D. The Department shall be considered each employee's primary work responsibility. Employees may be required to forgo extra-duty employment to meet staffing needs.
- E. No special consideration shall be given to scheduling regular duty hours to accommodate extra-duty employment.

- F. No employee shall engage in extra-duty employment that would constitute a conflict of interest or would bring discredit to the Department. Employees shall not use Departmental uniforms or equipment for extra-duty employment purposes unless approved by the Chief of Police or designee.
- G. The Chief of Police may deny or revoke approval when extra-duty employment results in any of the following: being unavailable during an emergency, requiring special consideration for scheduling regular duty hours, being physically or mentally exhausted, bringing the Department into disrepute, impairing the operational efficiency of the Department or its employees, and requiring or encouraging the access to privileged information.
- H. An employee under investigation by his or her outside employer must notify his or her supervisor and the Chief of Police.
- I. An employee terminating outside employment must submit a notification in writing to the Chief of Police with a copy to his or her supervisor as soon as they terminate outside employment.
- J. The Chief of Police or designee may periodically approve, review, or revoke processes pertaining to extra-duty employment.
- K. The Professional Standards Lieutenant or designee shall act as the point of coordination and oversee the policies and processes for extra-duty employment.

22.3.6 RESIDENCY REQUIREMENT

The following outlines residency requirements for sworn employees:

- A. Sworn employees are required to maintain residency within one hour response time of the UW Police Headquarters. Response time may be measured by driving during the least congested time period while obeying all traffic regulations.
- B. The Chief of Police may waive this requirement.