

**WINONA POLICE DEPARTMENT**

**NUMBER: 109-06 PAGES: 2**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: PART-TIME WORK**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish policy and procedures for the hiring of police officers by members of the public for police related duties, as well as to establish policy and procedures for officers who wish to engage in part-time employment.

**2.0 POLICY:**

**2.1** It is the general policy of this department that part-time work shall be divided into two specific areas, those being the hiring of officers for part-time work that is police related (badge and uniform) and officers who choose to engage in part-time work which is not police related.

**2.2** In either case, the Chief of Police will be required to review and authorize either form of part-time employment, provided that any part-time work engaged in prior to January 1976 shall not be affected by this procedure. All officers engaged in part-time employment prior to January 1976 should have a record of such employment on file with the Chief of Police.

**3.0 PROCEDURE:**

**3.1 Request to Hire Police Officer(s)**

**3.1.1** When an outside employer wants to hire officers to work part-time as police officers, he/she will have to fill out the Request to Hire Police Officer(s) form.

**3.1.2** When the form has been completed, it will be returned to the Chief of Police for his review. Upon approval, the forms shall be posted for sign up by the Chief of Police.

**3.1.3** Approved forms will be sent to the Finance Department; upon completion of the work, the officer shall complete a regular overtime sheet noting part-time work on the slip.

**3.1.4** The Finance Department will bill the individual or firm hiring the officer, and the officer will be paid through regular payroll procedures for the overtime worked.

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**3.2 Part-Time Employment Request**

**3.2.1** Any officer wishing to engage in part-time work that is non-police type work must complete a Request for Part-Time Employment form. This completed form will then be sent to the Chief of Police for approval or disapproval.

**3.2.2** Approved part-time work may be commenced with the signature of the Chief of Police on the form.

**3.2.3** Disapproved requests will be forwarded by the Chief of Police to the City Manager for his decision.

**3.2.4** Copies of all request forms, approved or disapproved, will be returned to the officer requesting the part-time employment.