

TO PROSPECTIVE APPLICANTS FOR THE CITY OF MEDINA POLICE OFFICER POSITION

Application materials required for this position include the following items:

- Cover Letter
 - One-page, single-spaced. Include a statement or paragraph addressing why you would be the best candidate for this position.
- Resume
- Completed Application
- Supplemental Application
- Veteran's Preference Form
- Police Officer Supplemental Questionnaire Form

The application will be disqualified if any of the above information is not submitted or is incomplete.

MINIMUM QUALIFICATIONS FOR POSITION

- Associate's degree in law enforcement and completion of skills training.
- Valid Minnesota POST license or eligible to be licensed on day of hire.
- Valid Minnesota driver's license.
- Must meet all state-mandated and employer-required certifications, medical/psychological, background checks, and other requirements.
- Ability to maintain First Responder and CPR certification and attend other continuing education classes.

The application will also be disqualified if the applicant does not meet the minimum qualifications for the position listed above. Finalists will be required to produce transcripts prior to appointment.

Deadline for Application Packets: Must be received at City Hall no later than 4:30 p.m., **Wednesday, May 24, 2017.**

Mail completed application to:
(Faxed or Emailed Application Packets will NOT be accepted.)

Jodi Gallup
CITY OF MEDINA
2052 County Road 24
Medina, MN 55340-9790

Questions regarding the materials or hiring process should be directed to:
Jodi Gallup, Assistant City Administrator at (763) 473-8850 or jodi.gallup@ci.medina.mn.us

Projected Hiring/Appointment Timeline

- May 24 – Application Deadline at 4:30 p.m.
- May 25-31 – Review/Scoring of Applications
- June 8 – Initial Interviews and Written Tests
- June 13 – 1st Round of Interviews
- June 16 – 2nd Round of Interviews (Background packets will be given to finalists)
- June 20 – Chief’s Interview
- June 30 – Background Packets Due
- July 19 – Preliminary/Contingent Offer/Acceptance of Recommended Appointee
- Week of July 24 – Psychological and Medical
- August 2 – City Council Appointment of Recommended Appointee
- August 14-21 – Preferred Starting Date of Appointee

Profile of the City of Medina

The City of Medina has been an incorporated city since 1974 and has a population of about 6,000 people. The community continues to experience rural-residential, urban-residential, and commercial growth in what has historically been a fairly predominant rural setting. Most of Medina’s commercial and higher-density residential growth is guided to progress along the Trunk Highway 55 Corridor. Medina consists of 26 square miles, with approximately 28% of the land cover consisting of water (wetlands, lakes, etc.).

Twenty-five full-time employees are employed by the City of Medina. The City Administrator is the chief administrative officer for the City. Four Department heads report to the Administrator, including the Public Works Director, Planning Director, Finance Director and Police Chief/Public Safety Director.

The Police Department consists of the Director of Public Safety, one Sergeant, two Investigators, six Patrol Officers, one part-time Community Service Officer, one full-time Administrative Assistant and one part-time Administrative Assistant. We have seven active Reserve Officers who assist our officers on a daily basis.

Profile of the Police Officer Position

The Police Officer position performs non-supervisory, patrol and police work in support of law enforcement, crime detection/prevention and investigation, traffic control, emergency response, and public assistance activities. Responsible for minimal administrative functions; assists with some educational and safety programs in public schools; and provides law enforcement at community functions. Majority of time is spent responding to calls to enforce laws and patrolling to protect the property and serve the residents of the community.

Summary of Benefits and Wages

The City believes strongly in attracting and retaining quality employees. The starting wage for this position is competitive to other Cities ranked in our class size, at \$24.06 to \$30.03 per hour, DOQ, while the range ultimately extends to \$35.94 per hour after four years of continuous service to the City of Medina. In addition, Medina offers one of the best benefit packages amongst cities within our class size. The City pays 100% of the monthly premiums for the group health insurance plans offered through BlueCross BlueShield for 2017. The City also pays for 100% of the single and family dental policy (Delta Dental), and pays for the life insurance premium for a \$50,000 policy. Retirement plan is contributed through MN PERA (Public Employee Retirement Association). As a public employee, 10.8% of your pay will be contributed to PERA Police and Fire; the City will contribute an additional 16.2% into your account. This position is part of a union with Law Enforcement Labor Services, Inc. (LOCAL #36).

City of Medina Position Description
POLICE OFFICER

Position Title: Police Officer
Department: Police Department
Supervisor's Title: Police Sergeant

Pay Grade: 5 (within Union Scale)
FLSA Status: NON-EXEMPT
Work Status: Full-time

PRIMARY OBJECTIVE OF POSITION

Performs non-supervisory, patrol and police work in support of law enforcement, crime detection/prevention and investigation, traffic control, emergency response, and public assistance activities. Responsible for minimal administrative functions; assists with some educational and safety programs in public schools; and provides law enforcement at community functions. Majority of time is spent responding to calls to enforce laws and patrolling to protect the property and serve the residents of the community.

ESSENTIAL FUNCTIONS

- Keeps supervisory employees informed of all pertinent matters through daily activity reports and regular intra-departmental communications.
- Provides oversight and training to Community Service Officer, newly-hired and part-time police officers.
- Communicates internally with administrative staff, public works, fire employees, and City Attorney; and, externally with Hennepin County law enforcement, judicial and social services personnel, area police departments, state and federal law enforcement agencies, business people, City visitors, and residents.
- Assesses daily reports and confers with Police Chief, Sergeant, Administrative Assistant, and other officers to determine activity in the community and potential problems.
- Patrols community by car, bike, or on foot to provide a police presence, enforce traffic and other state and federal laws as well as City ordinances; writes tickets for violations as appropriate.
- Locates and arrests suspects, taking prisoners to jail; prepares written reports of crimes, and assists in the prosecution of violators.
- Checks businesses and residential areas for signs of vandalism or break-in.
- Responds to calls for service; makes out initial reports; and investigates and performs follow-up work as needed.
- Responds to emergency situations and identifies hazardous situations; notifies appropriate emergency, public works, or other personnel; and makes proper decisions for assisting sick or injured persons.
- Conducts criminal and other investigations—with assistance from Hennepin County attorneys—by interviewing witnesses/complainants/victims, interviewing/interrogating suspects, collecting and preserving evidence, preparing written reports; informs Chief of status of investigations; attends court proceedings to serve as witness and present evidence and other information.
- Conducts welfare checks and serves official documents such as warrants, ex parte orders, eviction, subpoenas, juvenile papers and makes death notifications.
- Provides security and police assistance at community events including crowd and traffic control measures.
- Assists other law enforcement agencies in their crime prevention and investigation efforts as needed and according to mutual aid agreements.
- Prepares a variety of complete and accurate reports such as incident, arrest, and investigative reports, preliminary criminal charges, and initial complaint reports, court testimony and ensures adequate record keeping.
- Identifies hazards to traffic and pedestrians and reports matters requiring attention to public works department.
- Mediates and resolves disputes between individuals using an appropriate degree of tact and persuasion.
- Answers residents' requests for information including directions, regulations, ordinances, and where to obtain additional information.
- Responds to animal complaints; locates and transports animals to current impound facility.
- Inspects and maintains vehicle and all personal and departmental equipment.
- Attends mandatory and other classes for required continuing education to maintain POST licensure and meet department's training needs.

City of Medina Position Description
POLICE OFFICER

- Participates in department's public education efforts by providing information and advice to the residents and business people regarding law enforcement and public safety issues.
- Engages in community-oriented policing: participates in informal community talks, formal meetings, and sponsored events; assists with a variety of departmental programs; and pursues a variety of networking opportunities.
- Supervises part-time officers and serves as field training officer, when assigned, for new hires.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other related duties as delegated by Supervisor or apparent.
- Provides good working habits and a willingness to cooperate with others and contribute in a positive way to a pleasant working climate.

HIRING AND PERFORMANCE ASSESSMENTS WILL INCLUDE THE FOLLOWING

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local geography, City streets and addresses, business and residential areas.
- Knowledge, skill, and ability to effectively use personal and departmental equipment.
- Knowledge of relevant City ordinances and policies and departmental policies and procedures.
- Knowledge of all departmental directives.
- Knowledge of, and ability to understand/apply, state and federal laws, POST standards, City ordinances and policies, departmental policies, procedures and directives.
- Knowledge of principles, practices, and procedures used in law enforcement, police science and administration, court proceedings, and public safety.
- Knowledge of relevant radio/dispatch procedures and FCC radio communications requirements.
- Knowledge of county jail procedures.
- Knowledge of basic medical and judicial procedures, practices and terminology.
- Skill in gathering appropriate information through interviewing victims, witnesses, and suspects; working with crime scenes; and contacting other law enforcement agencies.
- Skill in operating a police vehicle in all kinds of weather conditions and situations.
- Skill in handling and discharging firearms and ensuring their proper use.
- Skill in using an appropriate degree of tact and persuasion during numerous and varied interpersonal communications.
- Skill in standardized field sobriety testing.
- Ability to attend mandatory classes and obtain required continuing education credits.
- Ability to use senses of sight, hearing, and smell.
- Ability to use several types of vision (far, near, depth, peripheral, color and night).
- Ability to exert considerable physical effort when required during calls for service or emergency situations (e.g. subduing others, transporting victims, rescue actions, etc.)
- Ability to stand, walk, and sit for long periods of time; ability to bend, crouch, stoop, stretch, or crawl as needed.
- Ability to comprehend/apply federal, state, county, and city criminal, traffic, and other civil laws and procedures and keep current on changes.
- Ability to work independently and interact with many diverse groups such as juveniles, minorities, intoxicated persons, people on drugs, mentally ill persons, and the elderly.
- Ability to maintain certification as a First Responder.
- Ability to analyze a variety of problems/situations, oftentimes stressful and during emergencies, and take decisive and effective action.
- Ability to use computer, typewriter, tape recorder, and police management software.
- Ability to prepare routine reports, forms, and correspondence with completeness and accuracy.
- Ability to communicate effectively, orally and in writing, with supervisors and general public and maintain appropriate level of confidentiality.
- Ability to transport victims/suspects/others to appropriate medical/crisis facilities.

City of Medina Position Description
POLICE OFFICER

- Ability to respond to medical emergencies and analyze situation to determine proper intervention including use of defibrillators.

Machines, tools, and equipment used: Squad cars, MDC's, mobile and portable radios, radar, firearms and other weapons, cameras and audiovisual equipment, intoxilizer, portable breath tester, defibrillator and other medical equipment, investigative equipment, computer and office equipment, phone, and numerous other personal and departmental equipment.

MINIMUM REQUIREMENTS

- Associate's degree in law enforcement and completion of skills training.
- Valid Minnesota POST license or eligible to be licensed on day of hire.
- Valid Minnesota driver's license.
- Must meet all state-mandated and employer-required certifications, medical/psychological, background checks, and other requirements.
- Ability to maintain First Responder and CPR certification and attend other continuing education classes.

DESIRABLE QUALIFICATIONS

- Experience working in a variety of assignments as a Police Officer.
- Projects a work style characterized by confidence, energy and enthusiasm.
- Good public speaker, capable of projecting a positive image.
- Good listener, capable of empathizing with the concerns of department staff, other city employees and community residents.
- Bachelor's degree in Law Enforcement or related field.

WORKING CONDITIONS

Work is performed both indoor at the Police Department and in the field. The exceptions include response to emergency, police or fire incidents and trips to meetings, training, and conferences. Generally, the position requires light lifting, usually less than 10 pounds, with up to 150 pounds on occasion, climbing stairs/ladders, and performing life-saving and rescue procedures. Some hazardous materials or chemicals are exposed to on this job, including toxic materials, blood borne pathogens and other infectious environments. Other hazardous conditions may include having to deal with unruly or dangerous individuals, confined or high work spaces, dangerous animals, loud noises, emergency driving, unsafe building sites and deadly force, traffic control and working in and near traffic, inclement weather, and natural or man-made disasters.

*****List the most recent (or current) employer first, then next most recent, and so forth.*****

WORK EXPERIENCE		<i>Employer 1</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Last Pay Hours Worked		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 2</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Last Pay Hours Worked		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 3</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Last Pay Hours Worked		
Reason for Leaving		

EDUCATION			
Did you graduate from high school or receive a GED? YES NO			
Name and Location of School/Program attended: _____			
Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES NO		
	YES NO		
	YES NO		

REFERENCES		
<i>Please list four individuals (not relatives), who have known you for at least 1 year, who can attest to your work qualities.</i>		
Name and Occupation	Present Address	Phone Number

ACKNOWLEDGEMENT

I understand the City of Medina has the right to verify information contained in this application. I authorize the City of Medina and any agent acting on its behalf to investigate all statements contained in this application for employment and any addendum, including, but not limited to, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. Moreover, I hereby release the City of Medina and any agent acting on its behalf from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, shall be grounds for dismissal. I acknowledge that this document shall not be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature _____ Date _____

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of Medina does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.



Supplemental Application

Applicant Name: _____

INSTRUCTIONS: Please review and complete each section on the Supplemental Application. Your responses to the Supplemental Application are used to evaluate your qualifications for the position. Failure to complete the Supplemental Application may limit our ability to evaluate your application.

NOTICE TO APPLICANT: Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran's status, and work availability. Your name is private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. Certain other information is private and may be released only to you or to governmental entities authorized access by law. Private data contained in this application:

Name/Social Security Number (SSN): Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.

License Information: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

Social Security Number (Optional): _____

DRIVER'S LICENSE/RECORD

Driver's License Number: _____ State: _____ Expiration Date: _____

Class: _____ A _____ B _____ D _____ CDL

List any endorsements: _____

Do you have a clean driving record? _____ Yes _____ No If no, please explain: _____

CONVICTION INFORMATION: No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of a conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364. Applicants who are finalists for certain positions will be subject to a criminal background investigation.

I hereby give my consent for a personal background investigation, to include a criminal history check, DVS (Driver & Vehicle Services) check, and reference checks, if I become a finalist for this position.

Applicant Signature: _____ **Date:** _____

FAIR CREDIT REPORTING ACT DISCLOSURE: In connection with your application for employment, an investigation may be made in which “consumer reports” are obtained from a consumer reporting agency. Such reports may include information concerning your credit worthiness, credit capacity, character, general reputation, personal characteristics, or mode of living. Examples of such reports include, but are not limited to: your credit history and a criminal background check. Upon written request, you will be provided with a disclosure of the nature and scope of the consumer report.

The City of Medina will not use the information contained in the consumer report and/or investigative consumer report in violation of any applicable federal or state law or regulation.

If any consumer reports and/or investigative consumer reports indicate that any adverse action should be taken, including the denial of your application for employment, you will be provided with a copy of the report(s) and the “Summary of Your Rights Under the Fair Credit Reporting Act” per the Fair Credit Reporting Act.

The information contained herein is considered private data and will be used only to determine your suitability for employment. Providing this information is strictly voluntary and you are not required by law to furnish any of the information requested herein. However, if you do not furnish it we may have difficulty determining your suitability for employment. The information provided herein will be accessible only to you, appropriate staff of the City of Medina, or as provided for by Minnesota Statutes. By law, I understand that I have the right to receive a free copy of my consumer report and/or investigative consumer report from the consumer reporting agency if one is obtained, upon my written request for this information.

I hereby authorize the City of Medina to obtain “consumer reports” and/or “investigative consumer reports” in connection with processing my application for employment. I further authorize the appropriate individuals, companies, institutions or agencies, including consumer reporting agencies, to release this information.

Applicant Signature: _____ **Date:** _____

APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the MN Data Practices Act, and understand my rights as a subject of data. I hereby release the City of Medina, with which I am seeking employment, from any liability which may result from releasing information requested.

I understand that if offered a position, I may be required to submit to and pass a drug screen.

I hereby certify that all answers contained in this supplemental application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information.

By signing this form I hereby acknowledge I have read and understood the above statements. *Failure to sign this form may result in rejection of your application.*

Applicant Signature: _____ **Date:** _____



Election of Veteran's Preference Form
(Minnesota Statute 43A.11)

Name: _____
(Please Print)

Are you eligible to claim veteran's preference?

Yes No (if "no" is marked, please stop here)

Do you wish to claim veteran's preference if you achieve a passing score?

Yes No

If yes, please check the preference you are claiming:

Veteran – defined as a U.S. citizen or resident alien who separated under honorable conditions, and
1. has served on active duty for at least 181 consecutive days, or
2. was discharged by reason of disability incurred while on active duty, or
3. has met active duty requirements as defined by the Code of Federal Regulations, or
4. has active military service certified under section 401, Public Law Number 95-202
In addition, you cannot be currently receiving a monthly veteran's pension based exclusively on length of service. **Attach a copy of your DD214 in order to receive 10 points.**

Disabled Veteran – defined as a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing. (Attach a copy of your DD214 and FL 802 (or an equivalent letter from a service retirement board) to receive 15 points.

Spouse of a deceased veteran. Attach a copy of your marriage certificate, the veteran's DD214 and the death certificate to receive 10 points.

Spouse of a disabled veteran who is unable to use preference due to disability. Attach a copy of your marriage certificate, the veteran's DD214 and FL802 (or an equivalent letter from a service retirement board) to receive 15 points.

AFFIDAVIT:

I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete, and the best of my knowledge.

I hereby authorize the Veteran's Administration to release information necessary to process this application to the City of Medina.

SIGNATURE: _____ **DATE:** _____



Required Supplemental Questionnaire Form

Applicant Name: _____

POLICE OFFICER

YOU MUST COMPLETE AND RETURN THIS FORM TO BE CONSIDERED AS AN APPLICANT.

Please note: This supplemental form will be used to rank applicants, so please be complete and accurate in your responses. Do not respond “see resume”.

1. Are you currently POST Board licensed? (*choose one*) **YES** **NO**

If yes, please list POST license number: _____

If no, list your POST Board licensure test date: _____

2. Do you possess a valid MN Driver’s License? (*choose one*) **YES** **NO**

3. List your education and degrees held:

<u>Organization</u>	<u>Degree Achieved</u>	<u>Duration</u>
---------------------	------------------------	-----------------

4. Please list your experience with the following computer software programs and your proficiency with each program. Please list and rank any additional program experience. Please rank all programs 1 to 5, with 1 being lowest proficiency to 5 being highest proficiency.

a. Word Proficiency _____

b. Excel Proficiency _____

c. LETG (records management) Proficiency _____

d. DVS Proficiency _____

e. List other software in which you are proficient: Proficiency _____



Applicant Name: _____

5. Have you been involved in the Police, Criminal Justice or Public Safety field either as an employee or volunteer?

(choose one) **YES** **NO**

If yes, please explain your police/criminal justice/public safety experience:

Organization Describe duties performed FT, PT or Volunteer? Duration

6. (a) What do you think is the key to providing quality customer service?

(b) Describe how you have demonstrated this in your past work history.

Organization Describe customer service duties Duration

7. Do you possess any verifiable experience in conflict resolution?

(choose one) **YES** **NO**

If yes, please list your certification(s) or classes taken:

8. Are you able to communicate in a second language (ASL-American Sign Language- or speak another language than English) and/or do you have experience working with diverse populations?

(choose one) **YES** **NO**

If yes, please specify your second language experience:



Applicant Name: _____

Please describe your experience working with diverse populations:

Organization (if applicable)	Describe experience	Duration
------------------------------	---------------------	----------

9. Do you possess any of the following licensures?
 (For any certifications checked, please list the certification period with start and expiration dates.)

- Certified Traffic RADAR or LIDAR Operator _____
- First Aid and CPR _____
- S.F.S.T (Standardized Field Sobriety Training) _____
- OPUE (Occupant Protection Usage and Enforcement) _____
- Other position relevant licensure:
 (list: _____)

10. Do you have any experience in records management and Data Practices?

(choose one) **YES** **NO**

If yes, please detail below your records management and data practices experience and software used.

Organization	Duties Performed	Duration
--------------	------------------	----------

11. *Other qualifications:*

Summarize special job-related skills and qualifications acquired from employment, education or other experience.



Applicant Name: _____

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand that if offered a position, I must submit to and pass a controlled substance screen and will be required to submit to and pass a criminal background check, and employment reference checks.

By my signature on this form, I hereby acknowledge that I have read and understood the above statements. **Failure to sign application forms may result in rejection of your application.**

Applicant's signature: _____

Date: _____