



PRESTON POLICE DEPARTMENT

210 Fillmore St. W. • PO Box 657 • Preston, MN 55965

Telephone: 507-765-2153 Fax: 507-765-2794

City of Preston Police Officer

The City of Preston has an opening for a full-time Police Officer. Police Officers perform patrol and police work in support of law enforcement, crime detection/prevention and investigation, traffic control, emergency response, and public assistance activities in the communities of Preston, Lanesboro and Fountain. For a job application packet, please visit <http://www.prestonmn.org> , call Preston City Hall at 507 765-2153 or stop in at 210 Fillmore St. West. Position will remain open until filled; however, first consideration will be given to applications received by August 5, 2019.

Dear Applicant,

Thank you for your interest in the Police Officer position. Enclosed please find a detailed position description and an application for employment. In addition to returning the employment application, please include a cover letter and resume outlining your experience as it pertains to this position.

Feel free to contact me with any questions regarding the position or your application.

Sincerely,

Blaise Sass
Police Chief (incoming)

City of Preston - Preston Public Utilities

Application for Employment

An Equal Opportunity Employer

PO Box 657
210 Fillmore Street West
Preston, MN
Phone: (507) 765-2153

We welcome you as an applicant for employment. Your application will be considered with others in competition for this vacancy. It is the policy of the City of Preston to not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference/orientation, or political affiliation. This policy applies to all positions.

The information contained in this application will be considered private and used only in conjunction with your possible employment. Please fill out the application completely as incomplete applications may be rejected. **While resumes are welcome, please do not write "see resume."**

Position applying for

Date of Application

How did you learn about this position or come to seek employment with the City of Preston? (Friend/Relative, Newspaper, Radio, Walk-in, Website, etc.)

Name

Last

First

Middle

Present Address

Street No.

City

State

Zip

Residence Phone Number

Cellular Phone Number

May we contact you at work?

☐ Yes ☐ No

Work phone number

Between hours of

Email address (optional)

Are you 18 years old or over? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No

If not, do you have a work visa? ☐ Yes ☐ No

Have you ever been employed by the City of Preston before? ☐ Yes ☐ No

If yes, list dates and positions held

What type of employment are you seeking?

- ☐ Full-time regular
☐ Full-time temporary (up to 6 mos.)
☐ Part-time regular
☐ Part-time temporary (up to 6 mos.)
☐ Seasonal

When will you be available for employment? (check one of the following)

- ☐ Now
☐ Beginning
☐ Upon weeks notice to present employer.

If you are applying for a position that requires driving, give your driver's license number and the State where it was issued.

License No.

State of issue

Select License class and endorsement

☐ A ☐ B ☐ C ☐ D ☐ 0 ☐ 1 ☐ 2 ☐ 3

SPECIAL SKILLS:

List any special skills. (i.e. typing [give speed], shorthand, supervisory, skilled crafts, maintenance, drafting, personal computer [list software], calculating, duplicating, construction equipment, power tools, etc.) Attach additional sheets if needed.

CRIMINAL HISTORY:

In accordance with Minnesota Criminal Rehabilitation Act Section 364.021, the City of Preston may request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the City may conduct a criminal background check on individuals upon making a contingent job offer. If the position requires a criminal background check, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable, and formal approval by the appointing authority.

EDUCATION:

School	Name and Location	Course of Study	No. years completed	Did you graduate?	Degree or Diploma	GPA
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational/ Tech				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		

PERSONAL REFERENCES: (not former employers or relatives)

Name and occupation	Phone Number (with area code)	Relationship

EMPLOYMENT EXPERIENCE:

Please give an accurate and complete record of your full-time and part-time employment. Start with your present or most recent employer. Explain all gaps in employment. Attach additional sheets if necessary.

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title:	<input type="text"/>	<input type="checkbox"/> Part-Time
Nature of Duties:	<input type="text"/>	Ave hrs per week <input type="text"/>
Reason for Leaving:	<input type="text"/>	Beginning Salary:
	May we contact:	<input type="text"/>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary:
		<input type="text"/>

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title:	<input type="text"/>	<input type="checkbox"/> Part-Time
Nature of Duties:	<input type="text"/>	Ave hrs per week <input type="text"/>
Reason for Leaving:	<input type="text"/>	Beginning Salary:
	May we contact:	<input type="text"/>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary:
		<input type="text"/>

Employer's Name:	Supervisor's Name & Tel Number:	Dates Employed:
<input type="text"/>	<input type="text"/>	From: <input type="text"/>
Employer's Address: (Street Name and Number, City, State, Zip)		To: <input type="text"/>
<input type="text"/>		<input type="checkbox"/> Full-Time
Job Title:	<input type="text"/>	<input type="checkbox"/> Part-Time
Nature of Duties:	<input type="text"/>	Ave hrs per week <input type="text"/>
Reason for Leaving:	<input type="text"/>	Beginning Salary:
	May we contact:	<input type="text"/>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ending Salary:
		<input type="text"/>

Employer's Name: <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	Supervisor's Name & Tel Number: <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	Dates Employed: From: <div style="border: 1px solid black; width: 100%; height: 20px;"></div> To: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Employer's Address: (Street Name and Number, City, State, Zip) <div style="border: 1px solid black; height: 25px; width: 100%;"></div>		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Ave hrs per week <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>
Job Title: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		
Nature of Duties: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		Beginning Salary: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
Reason for Leaving: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	May we contact: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ending Salary: <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		

Use the space below to detail any additional information you believe is pertinent to the position you are seeking. (Use an additional sheet if necessary.) This may include any correspondence courses, special courses, seminars or training you have taken, special educational achievements, honors, certificates, licenses, or any other knowledge, skills, or abilities you wish to communicate.

I certify that all statements in this application are true. I authorize the City of Preston to investigate any of the statements contained in this application for employment in order to arrive at an employment decision. I agree that any misrepresentation or falsification will result in rejection of this application and may result in my removal from the job after employment. I understand that my employment may be contingent upon the results of a pre-employment physical examination and/or any other required examination. I also understand that this application is not intended to be a contract of employment.

Print, sign and date application and return to the City of Preston along with Notice to Applicants form and Veterans Preference form (if applicable).

Date

Signature of Applicant

NOTICE TO APPLICANTS

(Please read this important information)

HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU:

In accordance with the Minnesota Government Data Practices Act (MN Statute § 13.01 - 13.99) the City of Preston is informing you of your rights as they pertain to the information you provide when filling out the Application for Employment.

Under the Act, the following information is automatically available to the public*: Veteran status, relevant test scores, your rank on our eligible list, your job history, your education and training, and your work availability.

Your name is considered private until you become a finalist for employment by the City of Preston. You become a finalist when and if you are selected to be interviewed prior to being employed.**

If you are hired, the following additional information about you will be public: Your name; your actual gross salary and salary range; your actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration (such as expense or mileage reimbursement in addition to your salary); your job title; your job description; the dates of your first and last employment with us; the existence and status of any complaints or charges against you while you work for the City of Preston (whether or not they result in a disciplinary action); the final outcome of any disciplinary action taken against you as an employee of the City of Preston and all the supporting documentation about your case (the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body); the terms of any agreement settling any dispute arising out of the employment relationship between you and the City of Preston; your badge number; your work location and work telephone number; previous work experience; education and training background; honors and awards received; payroll time sheets or other comparable data that are used only to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other data that is not public; and your photograph may be shown to a witness as part of an investigation of a charge or complaint against you.

Anything not listed above which is placed in your application folder or your personnel file (such as medical information, letter of recommendation, resumes, etc.) is made by this statute private information and will not be shared with anyone but those members of our staff and appointing authorities or their designees who need it to process your application or file your personnel record or to conduct normal City of Preston business. Also, the following agencies may be authorized by state or federal law to receive private information from your file in order to investigate specific complaints of employment discrimination: the Federal Equal Employment Opportunity Commission and the State departments of Human Rights or Civil Rights. Otherwise, no private record of yours will be shared with any outside person or agency without your informed consent or a valid court order

PURPOSES AND USES

The information requested is used for the following reasons:

1. To distinguish you from all other applicants
2. To enable us to contact you when additional information is required, to send you notices and/or schedule interviews
3. To enable us to ensure your rights to equal opportunities
4. To meet federal and state reporting requirements
5. To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Preston and the policies, rules and regulations promulgated pursuant thereto.

EFFECTS OF NON-DISCLOSURE

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete and you may not be considered for employment. If you do provide the data, your application will be considered and if you are employed the information you have given us will become part of your employee record.

* "public" means that it is available to anyone who asks to see it

** "private" information is available only to the person it is about and to the staff who must use it in the normal course of conducting City of Preston business.

I have read the information above on Minnesota Data Practices.

Date

Signature of Applicant

*****RETURN THIS SHEET WITH THE APPLICATION*****

VETERANS PREFERENCE POINTS APPLICATION

For Office Use Only:

☐ 5 pts ☐ 10 pts

In Accordance with Minnesota Statute § 43A.11

If you are a veteran based on M.S. § 43A.11, then you may claim Veteran's Preference points. Veteran's Preference points will be added to the passing score of the qualified applicant. To qualify for Veteran's Preference, the following criteria must be met:

Have separated under honorable conditions from any branch of the armed forces of the United States, and; have served on active duty for 181 consecutive days or more, or for the full period ordered to active duty (not active duty for training); OR have separated by reason of disability incurred while serving on active duty, and; be a United States citizen or resident alien. *OR:* Be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veteran's points without it.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? ☐ Yes ☐ No

If Yes, please complete the form below. If No, please sign here: _____

Full Name of Veteran

Full Name of Applicant (if different than Veteran)

Present Address (street number, city, state and zip)

Branch of Service

Period of Active Duty

From To

Rank At Discharge

Type of Discharge

Date of Final Discharge

Service Number

Do your years of Military Service Qualify you for a Pension?

☐ Yes ☐ No

Do you have a compensable service related disability?

☐ Yes ☐ No % of Disability

PREFERENCE REQUESTED

☐ **Veteran (10 pts)** (DD214 must be submitted to receive points)

☐ **Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

☐ **Spouse of Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

☐ **Spouse of Deceased Veteran (10 pts, 15 pts if the veteran was disabled)** (Attach DD214, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of activity duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Your Preference Points application **cannot** be considered without supporting documentation. If the documentation is not attached, it must be received in our office no later than five calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation:

☐ is attached ☐ Will be submitted within five days of Application Deadline

I hereby claim veteran's preference for this position and (swear/affirm) that the information given on this document is true and correct. I also authorize release of necessary information by the Veteran's Administration to the City of Preston.

Signature

Date

Informed Consent Form

City of Preston
PO Box 657
210 Fillmore Street W
Preston, MN 55965
507-765-2153

Date: _____

The following named individual has made application with this agency for employment.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (*Full*) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex** (M or F): _____
(Month/Day/Year)

Social Security Number: _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of Preston for the purpose of employment with this agency, pursuant to Minn. Stat (299C.72 - general authority; 299C.62 - children's service workers; or 299F.035 - firefighters); .

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

CITY OF PRESTON

DATA AUTHORIZATION AND RELEASE

Pursuant to Minnesota Statute 13.05, Sub.4, Minnesota Data Practices Act

I am an applicant for the position of _____ with the City of Preston/Preston Police Department.

I hereby authorize the City of Preston and/or their designees to procure any and all information, oral and written, that may be required in connection with my employment application. I fully understand that the information required may include, but not be limited to, data reflected on or related to my education, employment, military, financial and arrest/conviction records. I further authorize the City and/or their designees to conduct a background investigation into my personal history. I understand that the purpose of permitting the City of Preston to have access to this information is to determine my suitability for employment.

I fully understand that the above-referenced background investigation may entail the solicitation of information from a criminal background check (CCH), and may include contact with the Social Security Administration, all former and current employers, academic institutions, military agencies, financial institutions, law enforcement agencies, friends, relatives, and former and current neighbors.

I hereby consent to the release of any and all data, oral or written, regarding me that may be required by the City of Preston and/or their designees and hereby expressly release any party providing said data from any and all liability. I further waive my right to have certain data protected from disclosure under any and all Federal or State statutory provisions and to the extent I am authorized to do so.

I hereby authorize and grant my informed consent to permit you to make photocopies for the City of Preston and/or their designees of data which concerns me and is in your possession.

In giving my consent, I understand that the data gathered shall be used for the limited purpose of evaluating my application with the City of Preston. Upon collection, the data shall be subject to classification under the Minnesota Data Practices Act and, if classified as public, may be subject to release by the City of Preston.

A photostatic copy of this AUTHORIZATION/RELEASE is as valid as the signed original. This instrument shall become invalid once the data requested has been provided in its entirety or within twelve (12) months of the date of signature hereunder, whichever occurs first.

Print Full Name (f/m/l): _____

Previous Name(s) (if applicable): _____

Birthdate: _____

Address: _____

Signature: _____

Date: _____

POLICE OFFICER

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

Pay Grade: 8
FLSA Status: Non-exempt
Work Status: Full-time

Purpose

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. Assists with department's educational and safety programs as directed by Chief. Majority of time is spent patrolling and responding to calls to protect the property and serve the residents of the community as well as enforce laws as necessary. In accordance with existing mutual aid agreements, response can include locations outside City limits.

Organizational Relationships

Reports to: Police Chief

Communicates with: *Internally* – Other departmental employees, other city employees and City attorney.
Externally – Other police departments; county/state/federal law enforcement agencies, business/civic/community groups, judges/attorneys/court system personnel, probation and parole officers, school personnel, City residents and the general public.

Supervises: Part-time employees as required.

ESSENTIAL FUNCTIONS

- Patrols community by car and on foot to enforce traffic laws, other state and federal laws, Fillmore County laws and city ordinances.
- Keeps a daily log of activities while on duty and briefs the next officer on duty. Keeps the Police Chief informed about any pertinent matters.
- Checks businesses for signs of vandalism or break-in.
- Locates and arrests criminals.
- Responds to emergency situations (e.g. complaints, vehicle accidents, domestics, and fights).
- Act as head officer in Chiefs absence.
- Conducts criminal investigations by locating and interviewing witnesses and victim, interrogating suspects, collecting and preserving evidence, preparing written reports.
- Maintains peace officer license.
- Serves warrants, ex parte orders, eviction, subpoenas, orders to show cause, juvenile papers.
- Transports prisoners and mentally ill persons to and from appropriate facilities.
- Controls crowd and community events.
- Assists other law enforcement agencies in their crime prevention and investigation efforts.
- Prepares incident, arrest and investigative reports, preliminary criminal charges, and initial complaint reports for the court system; testifies in court.
- Develop informants for crime prevention efforts.
- Handles mentally ill individuals by assessing their mental state and holds dangerous individuals as necessary.
- Counsels and assists victims of domestic abuse and transports to Safe House if necessary.
- Investigates child neglect and abuse cases, removes neglected or abused child from home if necessary, and transports to appropriate facility.

POLICE OFFICER

- Conducts and prepares reports on accident investigations.
- Inspects and maintains vehicle, weapons, and all other personal and departmental equipment.
- Attends mandatory training to maintain license and other training to develop new skills.
- Animal control activities.
- Participates in department's education programs.

Other Duties and Responsibilities

- Provides general public assistance activities as work demands allow.
- Participates in training new officers.
- Perform other related duties as delegated by Supervisor or apparent.

REQUIRED 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, 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.
- ♦ Skill in investigating crimes and accidents and supervising personnel during investigative work.
- ♦ Skill to expertly and safely operate a motor vehicle under any circumstances and conditions including pursuits.
- ♦ Skill in handling and using firearms in an efficient and safe manner.
- ♦ Skill in supervising and motivating civilian and uniformed personnel.
- ♦ Skill in taking command and leadership of police and emergency situations.
- ♦ Ability to follow high ethical standards.
- ♦ Ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
- ♦ Knowledge of hazardous chemicals and ability to provide police support to any emergency management response.
- ♦ Knowledge of first aid and CPR procedures and ability to respond in emergency medical situations and assist ambulance personnel.
- ♦ Ability to communicate effectively both orally and in writing with elected officials, city staff, the media, other law enforcement agencies, a variety of diverse individuals (offenders/suspects/witnesses/victims/mentally ill), and the public.
- ♦ Ability to prepare clear and concise reports.
- ♦ Ability to apply laws to specific incidents and respond appropriately.
- ♦ Ability to exert moderate to considerable physical effort when performing a variety of tasks, particularly when performing lifting, pushing, and pulling movements.
- ♦ Ability to stand, walk, sit for extended periods.
- ♦ Ability to perform a variety of physical movements such as bend, stoop, crouch, kneel, push and pull, touch, and use both fine and large motor skills.
- ♦ Ability to attend training to maintain license/certifications and update knowledge and skills.

Machines, tools, and equipment used: Squad cars, MDT'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 other office equipment, phone, and numerous other personal and departmental tools.

POLICE OFFICER

MINIMUM TRAINING & EXPERIENCE

- Associate's degree in law enforcement.
- Valid POST license or eligible to be licensed.
- First Responder certification.
- CPR certification.
- Valid Minnesota driver's license or ability to obtain within state-required time period.
- Must meet all state-mandated and employer-required certifications, medical, psychological, and other requirements.

Working Conditions

Work involves an element of personal danger and high levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Works a changing duty schedule including evenings, weekends and nights. Majority of the duties are carried out in a squad car, outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and electricity. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Considerable physical effort may be spent while running, lifting, and physically grappling with others. Exposure to dangerous and potentially life-threatening situations.