

CITY OF CROOKSTON

124 North Broadway, Crookston, MN 56716
218-281-1232 Fax 218-281-5609

June 2008

Dear Applicant,

Thank you for your interest in employment with the City of Crookston. Enclosed you will find a copy of the complete ADA Job Description for Police Officer and a City of Crookston Application Form. Please fill out and sign the City Application Form. Do not put "see resume" in the blanks. Please include a resume and proof of certifications and licenses with the completed signed application form.

Completed applications must be in the City offices by 4:00 p.m. Wednesday, June 18th. Applications can be mailed, faxed, or delivered. Send the required application information to the City of Crookston, Attention Administrator, 124 North Broadway, Crookston, MN 56716. The fax number is 218-281-5609.

Those candidates qualifying for advancement in the application process will attend a written test and physical agility test during the morning and selected candidates will be interviewed in the afternoon. The top candidate will undergo a background investigation, medical and psychological exams including a drug test prior to hire.

If you have questions or inquiries, contact Chief of Police Tim Motherway at 218-281-3111.

Title:	POLICE OFFICER	
Department:	Police	
Status	Full Time	Non-Exempt
Salary Schedule:	Monthly	LELS Union Local #31

POSITION SUMMARY

The Police Officer's primary responsibilities include but are not limited to, the maintenance of order, management of the fear of crime, enforcement of the law, and delivery of emergency services through the application of responsible, professional enforcement activity, the employment of crime prevention techniques and the provision of available community services.

I. ESSENTIAL FUNCTIONS OF A POLICE OFFICER

- A. The Officer will develop knowledge and awareness of the community through routine patrol and will intervene in observed but unreported dangerous, suspicious, or criminal conditions and/or activities.
- B. The Officer will promptly respond to calls for assistance and service.
- C. The Officer will enforce traffic law and investigate traffic accidents.
- D. The Officer will respond to and investigate criminal incidents, collecting and preserving all available evidence.
- E. The Officer will understand the importance of crime deterrence and promote crime prevention knowledge, techniques and practices.
- F. The Officer will work to resolve disputes, both public and private, between members of the community.
- G. The Officer will prepare all required reports and other documentation in a timely, clear, and concise manner appropriate for potential court action and in accordance with department standards.
- H. The Officer will promote and participate in a positive, open, effective, and efficient work relationship within the department and between the department and the community.
- I. The Officer will perform all of the functions of a police officer in a manner consistent with a respect for, and a guarantee of, all basic human, civil, and legal rights for every person encountered whether innocent or guilty.
- J. The Officer will perform any other assigned duties to the best of his abilities.

II. ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES

- A. The ability to listen and understand, to speak and be understood, and to write clearly and effectively.
- B. The ability to operate a motor vehicle safely, possibly under conditions of extreme stress, and while engaged in other tasks.
- C. A working knowledge and understanding of relevant City Ordinances, State Statutes and Federal Titles.
- D. The ability to make mature decisions in accordance with legal principle and sound human relations skills quickly and under difficult conditions.
- E. A comprehension of the rules of evidence and the ability to gather and preserve such evidence to a manner consistent with those rules.
- F. An understanding of the rules governing the use of force, including deadly force, and the ability to utilize both lethal and non-lethal weapons and tactics in accordance with all applicable local, state or federal rules and the policies and procedures of this police department.
- G. An understanding of the rules of arrest and the skills necessary to safely complete an arrest with the least physical force required.
- H. A knowledge of and ability to properly use and maintain the equipment used in law enforcement including motor vehicles, communication devices, computers, video and audio recording devices, firearms, ammunition, etc.
- I. The ability to work both indoors and out under a variety of environmental conditions, some of which may be potentially harmful.

III. MINIMUM REQUIREMENTS

- A. Post Board License or be able to acquire one within a reasonable time to be set at time of hiring by the Chief of Police. (Post Board Licensing requires at minimum a two-year technical degree in law enforcement or the equivalent and passage of a reciprocity test if applying from out of state.)
- B. Valid Minnesota drivers license.

IV. DESIRABLE QUALIFICATIONS

- A. Four-year degree in law enforcement or related area.
- B. Previous law enforcement experience.
- C. Other technical training through workshops and seminars.

V. AMERICANS WITH DISABILITIES ACT REQUIRMENTS

GED Requirements:

- a) Mathematical Development (GED level 2): Must be able to multiply, divide, use fractions and read graphs.
- b) Language Development (GED level 3): Must be capable of reading ordinances, State Statutes and Federal Titles and understand their meaning, write reports with proper grammar and speak correctly in public.
- c) Reasoning Development (GED level 4): Must be able to interpret instructions and use logic to solve concrete problems.

Physical Demands:

- 1. Vision: Normal vision needed with or without correction. Requires both near and far acuity.
- 2. Hearing: Normal hearing needed. Police personnel must discriminate among sounds with a great deal of background noise.
- 3. Speech: Must be able to communicate effectively with others.
- 4. Lifting Needed: The Police Officer may on occasion be required to lift or drag 100 pounds minimum at waist high or move at waist high (rescue of persons or other needs).
- 5. Walking/Mobility Needed: Must be able to walk or crawl while carrying or lifting. Must be able to ascend and descend stairs and ladders. Must be able to steady oneself and keep from falling.
- 6. Hands and Arms: Must be capable of reaching (extend the hands or arms in any direction); handling (seizing, holding, grasping, turning, or otherwise working with the hands); fingering (picking, pinching, or otherwise working with the fingers); and feeling (perceiving attributes of objects such as size, shape, texture, or temperature by means of receptors in skin, particularly those of the fingers).
- 7. Must be able to pass any required physical tests that relate directly to the performance of the job tasks.

VI. ENVIRONMENT

Primary: While wearing personal protective gear (weighing up to 10 lbs and other gear on belts weighing up to an additional 17 lbs) be able to run, operate a vehicle and possibly engage in a violent physical attack or defense. The Police Officer may work in extreme weather conditions that could be well below zero degrees. The Police Officer may also encounter rain, sleet, or snow as an environmental discomfort while performing duties.

Secondary: Frequently encounters noise and/or vibration exceeding 80 decibels (constant or intermittent) to cause marked distractions or possible hearing loss.

NON-DISCRIMINATION POLICY

The City of Crookston does not discriminate on the basis of handicapped status in the admission or access to, or treatment, or employment in it's programs and activities.

AA/EOE

PHYSICAL AND ENVIRONMENTAL FACTORS

Physical Factors	Code	Environmental Factors	Code
Standing Stationary	O	Work Alone	F
Moving About	F	Work With Others	F
Sitting	F	Work Around Others	C
Physical Strengths and Demands		Public Contact	C
Lifting-Push and Pull While Stationary:		Shift Work	C
Sedentary – up to 10 lbs.	O	Extended Day	F
Light Work – 11 to 20 lbs.	O	Inside	F
Medium Work – 21 to 50 lbs.	O	Outside	C
Heavy Work – 51 to 100 lbs.	V	Confined Area	V
Very Heavy – over 100 lbs.	V	Extreme Hot	O
Carry-Push and Pull While Moving About		Extreme Cold	O
Sedentary – up to 10 lbs.	F	Wet and/or Humid	O
Light Work – 11 to 20 lbs.	F	Noise	O
Medium Work – 21 to 50 lbs.	O	Vibration	O
Heavy Work – 51 to 100 lbs.	V	Mechanical Equipment	O
Very Heavy – over 100 lbs.	V	Electrical Equipment	O
Climbing	O	Pressurized Equipment	V
Balancing	O	Burning Material/Equipment	O
Stooping	O	Explosive Material/Equipment	O
Kneeling	O	Radiant Energy	V
Crouching	O	Moving Objects	O
Crawling	O	High Places	O
Reaching	F	Fumes/Odors	O
Twisting – Sitting	F	Dirt/Dust	O
Twisting – Standing	F	Gases	O
Handling	F	Poor Ventilation	O
Fingering	F	Computer Equipment	O
Feeling	F	Other	
Talking	F		
Hearing	C		
Seeing – Near Vision	C		
Seeing – Far Vision	C		
Seeing – Depth Perception	C		
Seeing – Accommodation	C		
Seeing – Color Vision	C		
Seeing – Field of Vision	C		
Smelling	F		
Walking	F		
Reading	F		
Driving	F		
		<p>CODES: Blank = Not Present</p> <p>V = Very Infrequent 1 to 2 times per week O = Occasional Up to 1/3 of time F = Frequent 1/3 to 2/3 of time C = Constant More than 2/3 of time</p> <p>Americans With Disabilities Act</p>	

CITY OF CROOKSTON

Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

IMPORTANT: Various Federal and State laws prohibit discrimination because of age, sex, race, color, religious creed, national origin, ancestry, physical handicap, or military status. In completing the application form, you may exclude any information, the character which indicates discrimination.

DATA PRACTICES ADVISORY (Tennessen Warning): Some or all of the information that you are asked to provide on the application form and resume is classified by State law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is for hiring and personnel records. You are legally required to provide this information. If you refuse to supply the information you may not be considered for the position offered. Other persons or entities authorized to receive this information are the Crookston Police Department, City Council, and the City Administration Offices.

PLEASE PRINT OR TYPE:

Position Applied for: _____ Date of Application: _____

How did you learn about the position: _____

Last Name First Name (full) Middle Name (full)

Address City State & Zip

Telephone Number Social Security Number

Drivers License Number State Classification Restrictions

Minnesota P. O. S. T. Number: _____

(Please include a photocopy of your license or eligibility certificate.)

Have you ever filed an application with us before? Yes No

Have you ever been convicted of a crime which would be considered a misdemeanor or a felony? Yes No

If yes, please explain. _____

(Exclude minor traffic violations. Conviction will not necessarily disqualify an applicant from employment.)

Are you currently employed? _____ May we contact your employer? _____

Are you currently on "lay-off" status and subject to recall? _____

Are you a veteran or spouse of a veteran? _____ Branch of Service _____

Date of discharge _____ M.O.S. _____

(Please include D.D. 214, if you wish to be considered for Veterans Preference.)

Education

	Elementary School					High School				Undergraduate College / University				Graduate / Professional			
School Name and Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma / Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military?
 Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?
 Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

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