



MOUNTAIN LAKE POLICE DEPARTMENT

Drawer C, 930 3rd Avenue, Mountain Lake, MN 56159
Phone 507-427-3403 Fax 507-427-3309

Dear Applicant,

Thank you for your interest with the Mountain Lake Police Department. Enclosed is our city application and supplemental questionnaire. Both need to be filled out and returned to the Mountain Lake Police Department along with a resume and cover letter by October 21ST, 2016.

If mailed, they need to be received by October 21ST, 2016. If dropped off in person, they need to be delivered by 3 P.M. at Mountain Lake City Hall located at 930 3rd Avenue.

On the position applied for line of the application, please indicate you are applying for part-time position.

Douglas Bristol
Chief of Police
Mountain Lake Police Department.

**City of Mountain Lake
Job Description**

Job Title: Part Time Police Officer

Department: Police Department

Supervisor: Police Chief

Classification: Full-Time, Non-Union, Non-Exempt

Work Schedule

Hours worked will be set by the Police Chief to meet the needs of the department. Evening and weekend hours may be required. Hours of work are structured to meet service demands and the needs of the public. Typically, no more than 30 hours per week.

Description of Work

Under general supervision of the Police Chief, this position is responsible for the enforcement of laws and ordinances, the protection of life and property in the City, and performing other related functions as assigned or apparent.

Essential Functions of the Job

- Enforcement of Laws and Ordinances. Patrols the community to prevent criminal activity, to detect and deter or apprehend individuals who threaten the public safety, peace or tranquility of the community and to detect, deter or apprehend individuals who threaten or carry out criminal acts. Patrols streets, highways and other public roadways within the community to prevent traffic violations and apprehend traffic violators. Assists other law enforcement departments with criminal and non-criminal incidents or complaints upon request. Assists with disabled vehicles, traffic accidents, questions from the public, and traffic direction. Notifies next of kin of victims involved in automobile accidents. Investigates all types of criminal activities, provides crime scene processing, and collects, identifies and properly marks all evidence at the crime scene. Determines whether an arrest should be made. Makes detailed records of cases and appears in court to testify on criminal actions and arrests. Responds to and acts upon domestic calls, silent alarm calls, auto theft reports, burglary reports, vandalism reports, child abuse and neglect reports, loud party complaints, bar fights, etc. Serves non-criminal court orders, commitment papers, and other civil process following the proper procedures.
- Works with administrators and staff of area schools to divert students from the criminal justice system.
- Works with community members to identify public safety issues, problems and concerns and to resolve the issues, problems and concerns using sound and ingenious methods of problem resolution.
- Develops and presents investigation reports to appropriate authorities.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.
- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, city officials, individuals from other organizations, and citizen customers.

Additional Functions of the Job

- Supervises personnel who are called to assist in emergency situations and operations of the local police reserve.
- Performs other related functions as assigned or apparent.

Required Knowledge and Abilities

- Ability to firmly, tactfully, and courteously handle situations with respect for the rights of others.
- Ability to maintain strict confidentiality.
- Ability to analyze situations quickly and objectively.
- Ability to read, understand, and interpret ordinances and laws.
- Ability to establish and maintain an effective working relationship.
- Ability to listen, comprehend and effectively communicate information both written and orally to all individuals.

Minimum Qualifications

- Associate of Arts degree in Law Enforcement Concentration.
- Possession of a POST license or be able to receive licensure.

Conditions of Employment

- Must comply with organizational and departmental policies.
- Must possess a valid Minnesota Driver License or the ability to obtain one within 30 days.
- Must satisfactorily complete background, drug and alcohol, physical and psychological evaluations.

Physical Demands/Work Environment

- Requires incumbent to work inside, outside, in confined areas, on uneven ground, alone, with others, around others, and have contact with the public.
- Exposure to dust, dirt, fumes, gases, chemicals, or other substance(s), infectious diseases, pressurized equipment, explosive material/equipment, burning material/equipment, moving objects, heat/extreme heat, cold/extreme cold, wetness, humidity, and marked changes in temperature or humidity.
- Activities that occur frequently (from 4 to 7 hours) are: use of sight including: near vision, far vision, depth perception, accommodation, color vision; field of vision/peripheral vision; sitting; talking; hearing; smelling; and carrying up to 10 pounds.
- Activities that occur occasionally (from 1 to 3 hours) are: use of fingers and hands for repetitive, non-repetitive, or consistent actions, such as: handling and fine manipulating; use of feet/foot for repetitive movements; standing and walking.
- Activities that occur infrequently (up to 60 minutes) are: use of both feet/foot for repetitive movements at the same time; reaching at, above and/or below shoulder level with both arms independently and/or together; sense of touch; kneeling; pushing; pulling; twisting; climbing; bending/ stooping; squatting; crawling; crouching; carrying up to 50 pounds and dragging 100 pounds.

Equipment/Job Location

This position will be located at Mountain Lake City Hall. Equipment used to perform the job duties include: hand gun, impact weapon, ammunition, hand cuffs, deliberator, mace, radar, portable radio, mobile radio, telephone, fax machine, computer, copier and printer. This position requires the operation of automobile and other motorized vehicles.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed December 2012.



Date Received: _____

The City of Mountain Lake welcomes you as an applicant for employment.

It is the policy of the City of Mountain Lake to provide equal opportunity to all employees and applicants for employment. The City of Mountain Lake will 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 orientation, or status with regard to public assistance. Our employment decisions are made on the basis of individual ability and merit. Upon request, accommodations will be provided to applicants in accordance with American with Disabilities Act (ADA). Please call (507) 427-2999.

Applicant's Last Name _____ First _____ Middle _____

Position Applying For: _____

Employment Application

APPLICATION INSTRUCTIONS:

To ensure that your application will be accurately processed, please review the following:

- (1) Please print or type when completing this form.
- (2) Complete a separate application form for each position opening you apply for, following instructions completely and signing your application where required.
- (3) Be specific and complete when filling out the Employment History section. Application forms that are incomplete will be removed from further consideration. If additional space is needed to complete your employment history, you may make copies of that page. A résumé may be attached to the completed application.
- (4) Applications must be received at City Hall by the advertised closing date and time. When the stated deadline is past, all applications will be reviewed and evaluated to determine how well each applicant is suited for the position opening.
- (5) Interviews will be conducted by the appropriate department head and/or the City Council. Others may be involved as needed. After discussion, they will select the best applicant for the position.
- (6) The City Administrator's Office will inform the successful applicant and arrange a starting date. Applicants will be notified by mail that the position has been filled.
- (7) The City of Mountain Lake strongly encourages employees to live within the City they serve.

RETURN COMPLETED APPLICATION FORM TO:

City Administrator's Office
City of Mountain Lake
930 3rd Ave., P.O. Box C
Mountain Lake, MN 56159

Telephone: (507) 427-2999



If you have any questions concerning completion of your employment application or the employment procedures for the City of Mountain Lake, please call the City Administrator's Office.

The City of Mountain Lake Economic is an Equal Opportunity Employer

▼ **TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, the City of Mountain Lake is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not the public. The personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Mountain Lake. All data collected is considered private except for the following:

- (1) Your veteran's status.
- (2) Relevant test scores.
- (3) Your rank on our eligibility list.
- (4) Your job history.
- (5) Your education and training.
- (6) Your work availability.

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Mountain Lake. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the City of Mountain Lake in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the City of Mountain Lake to monitor protected class employment and to meet federal, state, and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant's Printed Name: _____

Applicant's Signature: (X) _____ Date: _____

▼ CLAIM FOR VETERAN'S PREFERENCE

The eligibility requirements for veteran's preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Providing the information in this section is voluntary. You must do so if you wish to obtain the preference.

Veteran Eligibility for Open Competitive Position (5 Points)

Must be a U.S. Citizen or resident alien who has separated under honorable conditions:
 (1) After serving on active duty for 181 consecutive days, or
 (2) By reason of disability incurred while serving on active duty.

Disabled Veteran Eligibility for Open Competitive Position (10 Points)

Must have a compensable service connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

Disabled Veteran Eligibility for Promotional Position (5 Points)

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

Eligibility as a Spouse of a Deceased or Disabled Veteran

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS/HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY.

City of Mountain Lake Veteran's Preference Claim Form

For V.A. Use Only: Is the veteran named below rated as having a compensable service-related disability?

No Yes % of Disability _____ By _____ Date _____

Name of Veteran (last - first - middle) _____

Name of Applicant - if different than veteran (last - first - middle) _____

Address _____ City _____ State _____ Zip _____

Classification _____

To Be Completed by Veteran or Spouse of Deceased Veteran

- (1) Are you a U.S. Citizen or resident alien? No Yes
- (2) Were you honorably discharged from military service? No Yes
- (3) Were you separated from military service after serving active duty for at least 181 consecutive days? No Yes
- (4) Do you currently have a compensable service-related disability? No Yes
- (5) Branch of Service _____ Date of Discharge _____ Serial Number _____
 Type of Separation _____ Date of Entry _____
 For spouse of deceased veteran, date of death _____

If Spouse of Disabled Veteran, please answer the following:
 If spouse is disabled, please explain why your spouse does not qualify for this position: _____

Claim Number (if disabled) _____ State Claim is Filed In _____

X _____ Signature of Veteran _____ Social Security Number _____ Date _____

▼ **EMPLOYEE CERTIFICATION**

Before signing this application, please read the following waiver carefully.

- (1) I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
- (2) I authorize all current and previous employers to release job-related information upon the written request of the City of Mountain Lake. However, I understand that if, in the Employment History section, I have answered "No" to the question, "May we contact this employer?," contact with the employer will not be made without my specific authorization.
- (3) I authorize the City of Mountain Lake to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
- (4) I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.

Applicant's Printed Name: _____

Applicant's Signature: (X) _____ Date: _____

▼ **BEFORE YOU SUBMIT YOUR APPLICATION, HAVE YOU**

- Thoroughly read this entire application with special attention to the Tennessen Warning?
- Signed this application in all the required places? This application will not be accepted without all necessary signatures.
 - Tennessen Warning
 - Claim for Veteran's Preference, if applicable
 - Employee Certification
- Provided sufficient information so that proper credit for training and experience are given?
- Completed the claim for Veteran's Preference if applicable to you? Also, a copy of your Form DD214 must be submitted at the time of application to determine your eligibility for points.
- Included copies of all required licensing and/or certifications?

▼ PERSONAL INFORMATION

NAME / ADDRESS / PHONE:

Last Name: _____ First Name: _____ Middle: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Between hours of _____ and _____

Telephone: _____ Between hours of _____ and _____

Email: _____

Are you under 18 years of age? No Yes

If so, are you 16 years of age or older? No Yes

EDUCATION

Educational Institution	Name and Address of Institution	Course (Major/Minor)	Level of Education	Did you Graduate (Y/N)	List Diploma or Degree Awarded
High School					
College					
College					
Other (Specify)					

DRIVER'S LICENSE

(Only complete this section if a driver's license is required for the position you are applying for.)

Driver's License # _____ License Class (A, B, C, D) _____

State in which license is issued: _____ Expiration Date: _____

OTHER LICENSES & CERTIFICATES

Please list any other licenses, registrations, or certifications that are required or pertinent to the position you are applying for. If this licensing, etc., is required for the position, and you fail to include a photocopy of it with your application form, your name will be removed from further consideration for the position. If this licensing is not required for the position, but you feel it is relevant and may be an item for which we are awarding points, please indicate below for credit to be awarded.

Type of License or Certificate	Licensing Agency	Expiration Date	License Number

** Attach a copy of each license or certificate **

PREVIOUS EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____ Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Reason for Leaving: _____

Your Duties & Responsibilities: _____

Dates of Employment:

If less than 5 years ago, indicate dates of employment: _____ to _____
(month & year) (month & year)

If more than 5 years ago, only indicate how long you worked there: _____ years _____ months

▼ PROFESSIONAL REFERENCES

List people who know you well, preferably from a work environment and not an acquaintance or relative.

Name _____ Address _____

Home Phone _____

Work Phone _____ Occupation _____

Name _____ Address _____

Home Phone _____

Work Phone _____ Occupation _____

Name _____ Address _____

Home Phone _____

Work Phone _____ Occupation _____

▼ EMPLOYMENT HISTORY

- ◆ The City of Mountain Lake uses a 100-point system to assign value to the experience and training that relates most closely to the position you are applying for. Your experience and training will be scored using the experience and training value system designed for this position. Those applicants (typically the top 6 to 8) with the highest number of total points will be advanced for additional consideration.
- ◆ In order to receive the correct points and credit for the knowledge and skills you have acquired, it is absolutely necessary that you are specific when describing these skills. Do not use a single general statement to describe the duties you have performed. List each major duty performed for each position held within the past five years. Whether you are describing your experience as a clerical worker or a truck driver, list each duty separately and be specific. Describe duties in specific terms, such as "performed word processing using Word," or "operated forklift, front end loader, and back hoe." Statements such as "performed general clerical work" or "operated heavy equipment" are too general.
- ◆ Please be specific in stating the dates of employment and number of hours you worked per week for each job experience indicated. We need this information to properly score your experience. If hours worked per week vary, please use the average number of hours worked per week.
- ◆ Complete the boxed in "Length of Employment" section only for positions held within the past five years, but please do include all of your relevant work experience in the Employment History section.
- ◆ Please give accurate and complete information. List your present or most recent experience first.

★ DO NOT MARK YOUR APPLICATION "Please see résumé." ★

PRESENT OR MOST RECENT EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____ Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Reason for Leaving: _____

Your Duties & Responsibilities: _____

Dates of Employment:

If less than 5 years ago, indicate dates of employment: _____ to _____
(month & year) (month & year)

If more than 5 years ago, only indicate how long you worked there: _____ years _____ months

PREVIOUS EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____ Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Reason for Leaving: _____

Your Duties & Responsibilities: _____

Dates of Employment:

If less than 5 years ago, indicate dates of employment: _____ to _____
(month & year) (month & year)

If more than 5 years ago, only indicate how long you worked there: _____ years _____ months

PREVIOUS EMPLOYER

Employer: _____ May we contact this employer? No Yes

Employer Address: _____

Employer Phone Number: _____

Supervisor's Name & Title: _____

Your Job Title: _____ Average Number of Hours Worked per Week: _____

Numbers and types of positions you supervised: _____

Reason for Leaving: _____

Your Duties & Responsibilities: _____

Dates of Employment:

If less than 5 years ago, indicate dates of employment: _____ to _____
(month & year) (month & year)

If more than 5 years ago, only indicate how long you worked there: _____ years _____ months

The City of Mountain Lake needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

▼ **AFFIRMATIVE ACTION APPLICANT INFORMATION**

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will **not** be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position Applying For: _____

Department: _____

Instructions: Check the choice that answers each of the following questions.

(1) What sex are you? Male Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- _____ American Indian/Alaskan Native
- _____ African American
- _____ Asian and Pacific Islander
- _____ Spanish or Mexican American
- _____ White
- _____ Other _____

(3) Do you have a disability? No Yes

(4) How did you learn about this job opening?

- _____ City Website
- _____ Mountain Lake Observer/Advocate
- _____ Mankato Free Press
- _____ Minority or Female Publication/Organization
- _____ Post-secondary school
- _____ League of MN Cities Website
- _____ City Employee
- _____ Minnesota Job Bank
- _____ Minneapolis Star Tribune
- _____ Walk-In
- _____ Posting in City Hall
- _____ Other (be specific): _____

Questions for Applicants

1. What professionalism means to me?
2. What integrity means to me?
3. What honesty means to me?
4. What caring means to me?
5. What dedication means to me?
6. What loyalty means to me?
7. What skills or specialty to you have to bring to the City of Mountain Lake
8. How would you promote community policing in Mountain Lake