



Application Process for the City of St. Charles Police Department

- Applications, cover letter and resume must be postmarked by June 17, 2016.
- Applicants must be MN POST Board licensed by the date of employment.
- Oral Interview.
- Pass a full background check, including a psychological evaluation.
- Applicants must achieve first responder certification during their first year of employment.
- A complete job description and applications are available at City Hall during normal business hours and on-line at www.stcharlesmn.org. Second language skills are desirable.

Submit complete resume, letter of eligibility and official application to City of St. Charles, 830 Whitewater Avenue, St. Charles, MN 55972 (Attn: Chief Ken Frank) 507-932-3020. The City of St. Charles is an Equal Opportunity Employer.

The proposed hourly structure is provided below.

Year 1	Year 2	Year 3	Year 4	Year 5
\$22.58	\$24.00	\$25.40	\$26.82	\$28.23

POSITION TITLE: POLICE SERGEANT

DEPARTMENT: POLICE

DATE:

DEPARTMENT HEAD: CHIEF OF POLICE

SUPERVISOR: CHIEF OF POLICE

PAY GRADE: IN ACCORDANCE TO LELS LOCAL UNION CONTRACT

POSTING CLOSING DATE:

GENERAL PURPOSE: Investigate criminal activity, participates in patrol / police tasks and assumes command of department in the Police Chief's absence.

SHIFT: The assigned shift is not subject to shift bid. The Sergeant is to be assigned to a shift as directed by the Chief of Police. The Sergeant may be assigned to work the police chief's shift during absences of the police chief.

SUPERVISION RECEIVED: Works under the general guidance and direction of the Police Chief.

POSITION OBJECTIVE: Lead, coordinate and conduct criminal investigations. Supervise, direct, and assign uniformed Patrol Officers and other Department personnel under his/her command to ensure effective and consistent law enforcement and public services in the community. Effectively recommend disciplinary action, transfer, reward, and adjust grievances.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* – Other police officers, department's office staff, Public Works and employees, administrative staff, fire and emergency personnel.

Externally – County law enforcement personnel, dispatch and other county agencies, state patrol and other law enforcement agencies, city and county attorneys, court system personnel, DNR, and City and area residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead, coordinate and conduct criminal investigations. The Sergeant will review all investigative reports filed by patrol officers and assist with concluding investigations. The Sergeant will assign details to other officers to assist with the investigations.

Leads others in problem analysis, problem solving, and community policing initiative.

Leads and monitors field training of newly hired officers and objectively document the probationer's job behaviors, analyzes the probationer's training needs and using proper instructional techniques for

corrective action. Personally observes work of subordinate officers to ensure that approved procedures and techniques are followed; provides counsel and guidance for performance improvement; evaluates and documents employee performance; and recommends training.

Performs all functions of a police officer assigned to investigations, including but not limited to gathering and preserving evidence, searching crime scenes for evidence, gathering fingerprints, collecting DNA, operating specialized investigative equipment and surveillance devices; pursuing and following possible leads or other information sources; developing confidential informants and contacts; conducting searches, interrogating suspects; taking sworn statements and confessions; and interviewing suspects; witnesses and other persons. Engages in surveillance, undercover, and similar activities.

Performs all of the essential functions of a police officer: regularly participates in patrol functions; provides assistance to subordinates.

Participates in civil and criminal proceedings including but not limited to: executing arrest warrants; preparing search warrants; subpoenas, court orders, and properly executing and filing them; preparing cases for prosecution; and participating in pre-trial or post-trial conferences.

The Sergeant has the ability to assign work to subordinate officers; provides further direction regarding priorities and expected performance as needed; in the Chief's absence prepares and approves media releases, time sheets and requests for time off needing action taken prior to the Chief's return (vacation, sick leave, overtime, compensatory time).

Assist with training officers in new procedures, policy changes, and legislative laws.

Maintain adequate shift coverage. Assist Chief in preparing work schedule.

Assists and coordinates investigative efforts with other law enforcement agencies, victim advocates, social services agencies, regulatory agencies and prosecutors. Works with various joint/mutual aid projects with various organizations.

May assist with emergency management.

Works with attorneys on cases within departments.

Represents the department on boards and committees as needed or assigned.

The Sergeant will oversee the inventory and storage of all items taken as evidence.

Resolves conflicts between subordinates; refers difficult situations to the Chief with recommendations, and makes recommendations to Chief regarding promotions, transfers or reassignments.

Keeps the Police Chief informed of all pertinent matters and bridge communication between officers and administration.

Prepares a variety of required and administrative reports; reviews officer's paperwork to ensure

completeness, accuracy and consistency in reports, statements and other documents.

Assists Chief in developing, reviewing and revising departmental policies and procedures.

Provides input on equipment replacement decisions including researching and ordering / purchasing.

Maintains community relations and participates in public relations activities, including public speaking, conducting neighborhood watch meetings, anti-crime events, responds to questions regarding items such as project statuses, complaints, and information about laws / ordinances, or refers to proper agency.

Assists in managing a variety of programs such as vehicle maintenance, supplies and equipment maintenance, and records and file system maintenance.

Keeps current in all required knowledge areas through reading and attending meetings and training. Attends meetings in lieu of the Chief as directed.

Respond to officers' calls as necessary.

Enforce federal, state, and city laws and ordinances.

Respond to emergency medical situations as needed.

Responds, assists and supervise animal control duties.

Ensures a safe and healthy work environment and conducts business in a safe manner.

Perform all other necessary duties as are consistent with the task of the position and as may be assigned by the city.

PERIPHERAL DUTIES

Performs other related duties as assigned 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 the relevant county jail and radio procedures and FCC radio communications requirements.

Knowledge of basic medical and legal practices and terminology.

Ability to organize, plan and direct the work of others.

Ability to maintain confidential information with the appropriate degree of discretion.

Ability to analyze situations and determine appropriate actions to respond quickly and appropriately to crises and emergency situations.

Knowledge of, and ability to apply, police principles, practices, procedures, purposes, tools, techniques and equipment.

Knowledge of Use of Force and Enhanced Use of Force policies and procedures.

Skills in the use of firearms and emergency vehicles.

Skill in communicating verbally and in writing.

Ability to establish and maintain effective working relationships with others.

Ability to stand, walk, sit and drive for extended periods of time.

Ability to train, counsel, lead and motivate personnel.

Ability to meet and effectively deal with the public with tact and courtesy.

Ability to withstand adverse weather conditions.

Ability to receive and maintain certification as First Responder.

Ability to read and comprehend a variety of reference materials.

Ability to establish and maintain effective working relationships with elected officials, city employees, and the public.

MACHINES, TOOLS AND EQUIPMENT USED

Squad cars, mobile and portable radios, radar, firearms and weapons, cameras and audiovisual equipment, computer and office equipment, telephone, and numerous other personal and departmental equipment and tools.

DESIRED MINIMUM QUALIFICATIONS

Associates degree in law enforcement and or related field and three to five years of progressively responsible law enforcement experience.

Valid Minnesota peace officer license.

Valid driver's license.

Must meet all state mandated and employer required certifications, medical and other requirements.

Ability to attend police supervisory / management courses and other continuing education.

Ability to maintain First Responder certification.

No felony convictions.

Physical qualifications to function in a law enforcement capacity, including but not limited to: frequent bending, crouching, gripping, running, physically controlling people, sitting for extended periods of time; frequently entering and exiting a vehicle; frequently lifting and carrying up to 30 pounds, occasionally up to 75 pounds; ability to qualify and use several types of firearms; frequent use of computer.

WORK ENVIRONMENT

Majority of the duties will be 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. Possible exposure to irritants/fumes, hazardous substances, blood 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 with the exception of taste. 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 life threatening situations.

SELECTION GUIDELINES

Internal Job Posting. Required formal Letter of Intent highlighting relevant education, training and work experience; oral interview. At the discretion of the city, candidate is subject to a background check, physical agility, drug screen, psychological exam, and pre-employment medical exam. Appointees will be subject to completion of a standard one-year probationary period.

The examples of duties are intended only as an illustration of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

CITY OF ST. CHARLES EMPLOYMENT APPLICATION
Equal Opportunity, Reasonable Accommodation Employer

City of St. Charles
 830 Whitewater Ave
 St. Charles, MN 55972



Name: _____ Social Security Number: _____ Date: _____

Address: _____ Home Telephone: _____ Other Number: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Position Applied For: _____

Are you a current City of St. Charles Employee? Yes No If Yes, what department: _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? yes no

SCHOOL NAME	LOCATION	HOURS EARNED	DIPLOMA, DEGREE OR CERTIFICATE EARNED	MAJOR FIELD OF STUDY
Business/Technical/Vocational				
1.				
2.				
Colleges/Universities				
1.				
2.				
3.				

LICENSES

Driver's License – "X" those that apply | For positions which require specific licenses, copies of licenses will be required at the time of interview.

Operators: C M Commercial: A B C

Endorsements: T P N H X

Expiration Date? _____ Number: _____

List other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received.

SPECIAL SKILLS/LANGUAGES

List any special skills you possess and/or equipment or office machines you can operate.

Languages (Other than English):	
1. <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	2. <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

OTHER INFORMATION

If you are not a current City Employee, have you previously worked for the City? Yes No When? _____

Have you been convicted of a crime within the last ten years? Yes No

If yes, list all such offenses and state date, name of court and disposition. You may omit minor violations for which you paid a fine of \$100 or less.

Are you related to any member of the City Council or any person now employed by the City of St. Charles? Yes No

If yes: Name: _____ Department: _____ Relationship: _____

EMPLOYMENT RECORD

Please list all employment or volunteer experience. Begin with your present or last position and work back. Provide sufficient, qualifying experience. Please explain all periods of unemployment exceeding 90 days. Additional Information Sheets are available if needed.

May we contact this employer? Yes No

Employer: _____ Full-time Position Title: _____
Address: _____ Part-time Ending Salary: _____
City/State/Zip _____

Start Date _____ End Date _____ Time in this position: _____ Supervisor's Name: _____
Reason for Leaving: _____ Supervisor's Phone: _____

Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying.

May we contact this employer? Yes No

Employer: _____ Full-time Position Title: _____
Address: _____ Part-time Ending Salary: _____
City/State/Zip _____

Start Date _____ End Date _____ Time in this position: _____ Supervisor's Name: _____
Reason for Leaving: _____ Supervisor's Phone: _____

Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying.

May we contact this employer? Yes No

Employer: _____ Full-time Position Title: _____

Address: _____ Part-time Ending Salary: _____

City/State/Zip _____

Start Date _____ End Date _____ Time in this position: _____ Supervisor's Name: _____

Reason for Leaving: _____ Supervisor's Phone: _____

Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying.

May we contact this employer? Yes No

Employer: _____ Full-time Position Title: _____

Address: _____ Part-time Ending Salary: _____

City/State/Zip _____

Start Date _____ End Date _____ Time in this position: _____ Supervisor's Name: _____

Reason for Leaving: _____ Supervisor's Phone: _____

Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying.

I certify that I have made no misrepresentation in this application and I have not withheld information in my statements and answers to questions. I hereby authorize the City of St. Charles to investigate and verify any representations made by me, either orally or in writing. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my application is subject to the Texas open records law and may be released as a public document. I also understand that this application is the property of the City of St. Charles and will become a part of my personnel file if I am hired.

Signature of Applicant: _____ Date: _____



City of St. Charles
 830 Whitewater Ave
 St. Charles, MN 55972
 507-932-3020
 507-932-5301 Fax

APPLICANT INFORMATION
EEO Data

Are you a current City of St. Charles Employee? Yes No

Have you ever applied for a job with the City of St. Charles? Yes No

The following information is requested for record keeping purposes. The information will not be used for making employment decisions and will be separated from your application.

PERSONAL DATA

Requisition Number	Job Title	Social Security No.	Last Name	First Name	Middle Initial
Address		City	State	Zip Code	Phone Number
E-mail Address:					
Sex <input type="checkbox"/> M - Male <input type="checkbox"/> F - Female	Date of Birth	Ethnic Origin <input type="checkbox"/> 1-White <input type="checkbox"/> 2- Black <input type="checkbox"/> 3 - Hispanic <input type="checkbox"/> 4 - Asian/Islander <input type="checkbox"/> 5-Other			

Signature of Applicant: _____ Date: _____



City of St. Charles
830 Whitewater Ave
St. Charles, MN 55972
507-932-3020
507-932-5301 Fax

RECORD RELEASE

I hereby give my authorization for the City of St. Charles to conduct a records check on myself for employment purposes. This will include but is not limited to the release of academic and employment records.

Name: _____

Date of Birth _____

Address: _____

State: _____

Zip Code: _____

Signature of Applicant: _____ Date: _____

CITY OF ST. CHARLES

DRIVER'S LICENSE CHECK AUTHORIZATION

By signing below and providing my Driver's License number, I authorize the City of St. Charles to conduct a pre-employment check on my Driver's License. I understand both the validity and record will be verified for use in determining my eligibility for employment.

Full Name (First, Middle, Last)

Date of Authorization

Driver's License Number

State**

** If not Minnesota, this authorization will permit the City of St. Charles to obtain this information from the Department of Public Safety.

City of St. Charles

GENERAL AUTHORIZATION AND RELEASE

Pursuant to MN Statute 13.05

Subd. 4 Minnesota Data Practices

To: St. Charles Police Department

I, _____, hereby authorize the St. Charles Police Department to conduct a Criminal History Check on myself and to release the data collected to the St. Charles City Administrator.

I understand that the Criminal History Check will be performed by retrieving and reviewing data maintained by the Minnesota criminal justice information system (CJIS). If I have resided in Minnesota for less than five years, I hereby authorize the St. Charles Police Department to also conduct a search of the national criminal records repository, including the criminal justice data communications network.

The purpose of the Criminal History Check is to determine whether or not a conviction record may be a job related consideration affecting my suitability for a position with the City of St. Charles, Minnesota.

I understand that refusal to give my consent for a Criminal History Check may disqualify me from the City position I have applied for.

I understand that another "responsible authority" may have access to all or part of the information in the report, if the access is authorized or required by Minnesota Statutes or Federal Law.

I understand that I will receive a copy of the Criminal History Check and shall have the right to challenge the accuracy or completeness of the information contained in the report under Minnesota Statutes Section 13.04, subd. 4.

This authorization shall be valid for a period of one year, but I reserve the right to cancel this authorization at any time prior to its expiration by providing written notice to the St. Charles Police Department.

I have resided in Minnesota for the past five years: _____ yes _____ no

PLEASE PRINT	
(FILL OUT COMPLETE NAME)	
First Name:	Middle Name:
Last Name:	SS#:
Address:	
City:	State:
Date of Birth:	MNDL#:

Signature:

Date:



City of St. Charles

AUTHORITY TO RELEASE INFORMATION AFFIDAVIT

I, _____, hereby authorize and grant my informed consent to permit _____ to release any information, privileged or not, to any background investigator as authorized by the *City of St. Charles*. The data which I authorize to be released consists of private data, as defined by Minnesota Statute 13.02, Subd. 12, that has been collected by you as a result of my contacts and association with you and/or your agents and representatives. The information for which release is authorized includes, but is not limited to:

My character, ability, reputation, work performance, employment history, personnel data, driving record, credit history, criminal arrest or conviction data, civil judgements, educational achievements.

This information is for confidential use and for the express purpose of determining my eligibility for employment with the *City of St. Charles*, and cannot be used for any other purpose under penalty of law, United States Code Annotated, Title 15, Commerce and Trade, Subchapter III.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the *City of St. Charles*, or to you.

NAME: _____

Signature: _____

Sworn and subscribed before me this _____ day of _____, _____.

Notary: _____ (Seal)

I hereby state that any information obtained as a result of the above authorization will be for the confidential use of the *City of St. Charles*, to determine the eligibility of the above-named applicant for employment with the *City of St. Charles*, and that it will not be used for any other purpose.

Signature of Presenting Agent: _____