



EAST RANGE POLICE DEPARTMENT PATROL OFFICER

The East Range Police Department is currently accepting applications for a full-time Patrol Officer. The ERPD provides Public Safety services to the cities of Aurora and Hoyt Lakes under the direction of the East Range Public Safety Board.

Applicants must be POST Board licensed or eligible by the hire date. Lateral transfers are encouraged to apply. The posting will remain open until filled.

Applications and further information may be obtained from the East Range Police Department at 801 Dorchester Drive, Hoyt Lakes, MN 55750 and the following websites:

Published: POST Board
City of Hoyt Lakes Website
City of Aurora Website
East Range Police Department Website
League of MN Cities Website

Post Date: 08/1/2024

Attach: Position Description
ERPD Application

East Range Police Department

DESCRIPTION OF WORK

General Statement of Duties: Performs responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, regulating traffic and providing emergency services; performs related duties as required.

Supervision Received: Works under the general supervision of the Police Chief and Sergeant(s).

Supervision Exercised: None.

ESSENTIAL FUNCTIONS

- Patrols the community to enforce laws and city ordinances, detect and prevent crime and protect life and property.
- Apprehends and arrests law violators, prepares written reports of crimes and assists in prosecution of law violators.
- Collects and preserves evidence.
- Enforces traffic laws, operates radar, and writes violations.
- Responds to accident scenes, fires, and rescue operations; administers first aid until more qualified personnel arrives on the scene, and directs traffic flow.
- Checks businesses for signs of vandalism or break-ins.
- Administers PBT or DMT to persons suspected of exceeding the blood alcohol limit.
- Interviews witnesses and victims and takes their statements; interrogates suspects, and investigates crime.
- Assists in making public presentations and participate in area meetings on specialized topics.
- Assists other agencies such as the county, area communities, and the State Highway Patrol as needed.
- Locates and removes stray animals and contacts owner and/or alternate animal control officer when the animal control officer is unavailable.
- Meets with officer on previous shift to determine activity in the community and potential problems.
- Guards prisoner/suspects when in holding facility and transports to various locations including shelters, psychiatric facilities, juvenile centers, detox or the county seat as appropriate.
- Testifies in court as the arresting officer.
- Performs specialized work in record keeping, juvenile, child abuse and neglect, bike safety program, investigation, and/or narcotics when directed by supervisor.
- Solicits funds, maintain a special program budget, purchase materials, and prepare and present promotional or fund raising programs under the direction of the Chief.

ESSENTIAL FUNCTION (cont.)

- Participates in continuing education and training programs.
- Identifies potentially hazardous conditions and notifies appropriate personnel (i.e. Civil Defense Director, Public Works crews, etc.); ensures appropriate action is taken; may activate siren or drive the ambulance as needed.
- Assumes partial duties of Police Chief when directed.
- Oversees crowd control in the city to maintain order during special events such as hockey games, weddings, and other social events at area.
- Work independently in remote area under various conditions

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of police procedures and techniques.
- Knowledge of federal, state, and local laws.
- Knowledge of PBTs used for alcohol testing.
- Knowledge of police mobile data terminal.
- Knowledge of computer software used in law enforcement
- Skill in handling and discharging firearms in an efficient and safe manner.
- Skill to expertly drive a motor vehicle sometimes under adverse conditions and at high speeds.
- Ability to analyze situations and determine appropriate action.
- Ability to respond quickly and appropriately to crisis and emergency situations.
- Ability to apply laws to specific incidents.
- Ability to observe and remember people, facts, and circumstances.
- Ability to communicate effectively with general public, other law enforcement agencies, and City staff.
- Ability to investigate crimes and accidents.
- Ability to prepare accurate and thorough reports.

MINIMUM QUALIFICATIONS

Certified as a First Responder or require within 6 months of employment. Must possess a Minnesota Class D driver's license, and licensed as a peace officer in the State of Minnesota or eligible for licensure by the hire date.

EAST RANGE POLICE DEPARTMENT

AMERICANS WITH DISABILITIES ACT - PHYSICAL & ENVIRONMENTAL JOB FACTORS

Position: Patrol Officer Date: August 1st, 2024

PHYSICAL FACTORS	CODE	ENVIRONMENTAL FACTORS	CODE
Standing Stationary	O	Work Alone	F
Moving About	F	Work With Others	O
Sitting	O	Work Around Others	F
		Public Contact	C
PHYSICAL STRENGTHS & DEMANDS		Shift Work	C
Lifting - Push & pull while stationary		Extended Day	V
Sedentary - up to 10 lbs.	O	Inside	O
Light Work - 11 to 20 lbs.	O	Outside	O
Medium Work - 21 to 50 lbs.	O	Confined Area	V
Heavy Work - 51 to 100 lbs.	O	Extreme Hot	F
Very Heavy Work - over 100 lbs.	O	Extreme Cold	F
		Wet and/or Humid	F
Carrying - Push & Pull while moving about		Noise	V
Sedentary - up to 10 lbs.	O	Vibration	V
Light Work - 11 to 20 lbs.	O	Mechanical Equipment	O
Medium Work - 21 to 50 lbs.	O	Electrical Equipment	C
Heavy Work - 51 to 100 lbs.	O	Pressurized Equipment	V
Very Heavy Work - over 100 lbs.	O	Burning Material/Equipment	V
		Explosive Material/Equipment	V
Climbing	V	Radiant Energy	V
Balancing	V	Moving Objects	F
Stooping	V	High Places	V
Kneeling	V	Fumes/Odors	O
Crouching	V	Dirt/Dust	O
Crawling	V	Gases	V
Reaching	V	Poor Ventilation	V
Twisting - Sitting	F	Other (specify)	
Twisting - Standing	O	Other (Specify)	
Handling	F		
Fingering	F		
Feeling	F		
Talking	F		
Hearing	C		
Seeing - Near Vision	C		
Seeing - Far Vision	C		
Seeing - Depth Perception	C	V = Very Infrequent, 1 to 2 times a week	
Seeing - Accommodation	C	O = Occasional, Up to 1/3 of time a week	
Seeing - Color Vision	C	F = Frequent, 1/3 to 2/3 of time a week	
Seeing - Field of Vision	C	C = Constant, more than 2/3 of time a week	
Smelling	C		
Walking	O		
Reading	F		
Driving	F		
Night Vision	F		
Other (specify)			



Mailing Address

East Range Police Department
206 Kennedy Memorial Drive
Hoyt Lakes, MN 55750

Physical Address

East Range Police Department
801 Dorchester Drive
Hoyt Lakes, MN 55750
(218) 225-2000 phone
(218) 225-2292 fax
Email: police@eastrangepd.com

**EMPLOYMENT APPLICATION
-INSTRUCTIONS-**

PLEASE READ AND FOLLOW THESE INSTRUCTIONS

GENERAL INFORMATION

- **IMPORTANT! You MUST complete all parts of the application.**
Read the job announcement carefully before you apply.
Announcements may contain special instructions and requirements.
- Type or print clearly in dark ink. Applications in pencil will not be accepted. Legible photocopies are acceptable.
- We cannot be responsible for failure of other agencies or postage services to forward applications by the deadline. Applications will not be accepted after the closing date of the job announcement.
- If your application is incomplete or does not clearly show the experience and/or training required, your application may be rejected at the East Range Public Safety Board's discretion.
- For jobs with an experience and training rating, your score will be determined by an evaluation of the job related experience and training you describe on the application form and any addendum/supplement provided by the ERPD. Pay close attention to items 14-19. Be complete.
- Your application and all attachments become the property of the ERPD and will not be returned.

KEEP A COPY OF YOUR COMPLETED APPLICATION

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43 Subd.2). If you are employed, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the East Range Public Safety Board by letter.

Office use: 1. Position Announcement _____ 4. Rating Points _____
2. Position Description _____ 5. ADA Job Factors _____
3. Benefits Statement _____

PRIVATE DATA	WHY WE ASK FOR IT	ARE YOU LEGALLY OBLIGATED TO PROVIDE IT	WHAT MAY HAPPEN IF YOU DON'T PROVIDE IT
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it will help ensure we do not confuse your records with those of others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Conviction Record	To determine whether we may process an application from you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

Office Use: Date Received _____
Initials _____

**EAST RANGE POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

BE SURE TO READ INSTRUCTION PAGE BEFORE COMPLETING APPLICATION

GENERAL INFORMATION

1) Title of specific position for which you are applying _____ Full Time		3) Date of Application _____
2) When will you be available for employment? (Check one) <input type="checkbox"/> Now <input type="checkbox"/> Beginning _____ <input type="checkbox"/> Upon _____ weeks notice to current employer		
3) Last Name: _____	First Name: _____ M.I. _____	4) Social Security # _____
5) Street Address: _____	City: _____ State/Zip: _____	6) Residence Phone # _____
7) Are you fluent in a language, including sign language, other than English? Yes _____ No _____ If so, which _____		8) May we contact you at work: Yes _____ No _____
9) Have you previously been employed by the East Range Police Dept.? Yes _____ No _____ If yes, Date _____ Position _____		10) Are you over the age of 18? Yes _____ No _____ If no, please give date of birth _____
11) Are you able to work the schedule hours for this position? Yes _____ No _____		12) Are you legally eligible to work? Yes _____ No _____
13) Your employment may involve use of a public vehicle. Do you have a valid driver's license? Yes _____ No _____ MN Drivers License # _____ Class _____		

EDUCATION

PLEASE BE COMPLETE: Experience and Training Points are determined by items 14-19.

14) Education: Did you graduate from high school or receive a GED? Yes _____ No _____
School Attended: _____
If No, last grade in high school completed: _____

Name and location of College, University, Technical Schools	Did you Graduate?	Certificate or Degree	Major Course of Study
	Yes _____ No _____		
	Yes _____ No _____		
	Yes _____ No _____		
	Yes _____ No _____		

WORK EXPERIENCE

List your present or most recent experience first

15 A).

Employer Name _____

Address _____

Phone Number _____

Your Job Title _____

Supervisor's Name & Title _____

Length of Employment:

From ____/____/____ to ____/____/____

Total: Years____ Months____

☐ Full-time ☐ Part-time Hours Per Week ____

Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer? Yes ____ No ____

If no, explain: _____

15 B).

Employer Name _____

Address _____

Phone Number _____

Your Job Title _____

Supervisor's Name & Title _____

Length of Employment:

From ____/____/____ to ____/____/____

Total: Years____ Months____

☐ Full-time ☐ Part-time Hours Per Week ____

Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer: Yes ____ No ____

If no, explain: _____

WORK EXPERIENCE

List your present or most recent experience first

15 C).

Employer Name _____

Address _____

Phone Number _____

Your Job Title _____

Supervisor's Name & Title _____

Length of Employment:

From ____/____/____ to ____/____/____

Total: Years____ Months____

☐ Full-time ☐ Part-time Hours Per Week ____

Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer? Yes ____ No ____

If no, explain: _____

15 D).

Employer Name _____

Address _____

Phone Number _____

Your Job Title _____

Supervisor's Name & Title _____

Length of Employment:

From ____/____/____ to ____/____/____

Total: Years____ Months____

☐ Full-time ☐ Part-time Hours Per Week ____

Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer: Yes ____ No ____

If no, explain: _____

WORK EXPERIENCE

List your present or most recent experience first

15 E).

Employer Name _____

Address _____

Phone Number _____

Your Job Title _____

Supervisor's Name & Title _____

Length of Employment:

From ____/____/____ to ____/____/____

Total: Years _____ Months _____

Reason for Leaving: _____

Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer? Yes ____ No ____

If no, explain: _____

PROFESSIONAL MEMBERSHIPS, REGISTRATIONS or LICENSES

16) List relevant current professional memberships, registrations or licenses. Include date first issued:

VOLUNTEER AND UNPAID WORK EXPERIENCE

Do not specify Organization			
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[illegible]

ADDITIONAL EXPERIENCE OR TRAINING

18) Describe any additional experience or training that qualifies you for this position (Be Specific).

19) What machines or equipment do you operate? (i.e. computers, construction equipment, tools, etc).
Please describe software/hardware you are familiar with.

20) In accordance with the Immigration Reform and Control Act of 1986, this employer hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

21) Police and Fire Position Applicants only:

Have you served a sentence in jail or prison, plead guilty for or been convicted of a felony, gross misdemeanor for which a jail sentence could have been imposed? You may answer "No" if the conviction or criminal records have been annulled, sealed, set aside or purged, or if you have been pardoned pursuant to the law.

☐ NO ☐ YES

If "yes" please attach a separate sheet with explanation. Information concerning this question will not automatically disqualify you from employment, unless adversely related to the position for which you are applying. **In addition to Police and Fire positions, other positions applied for may require a criminal background check as a condition of employment.**

REFERENCES

List at least four people other than relatives who can be contacted regarding your qualifications, work habits and character.

NAME	ADDRESS	PHONE NUMBER	OCCUPATION AND RELATIONSHIP

VETERAN'S PREFERENCE POINTS APPLICATION

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for Veteran's preference points you must:

- 1) Be separated under honorable conditions from any branch of the armed forces of the United States after having served on **active duty for 181 consecutive days** or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or
- 2) Be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
- 3) NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

A letter from the Veteran's Administration can serve as documentation of a compensable service-connected disability.

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

If "yes," your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position.

Preference Requested: ☐ Veteran ☐ Disabled Veteran
☐ Spouse of Disabled Veteran ☐ Spouse of Deceased Veteran
If Spouse, veteran's name _____

Branch of Service _____
Rank at Discharge _____
Type of Discharge _____
Date of Final Discharge _____
Service Number _____

Period of Active Duty: From _____
To _____
Do you have a compensable service-related disability? ☐ Yes ☐ No
Are you receiving or eligible for a military pension? ☐ Yes ☐ No

Your preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting Documents: _____ are attached _____ will be submitted within 7 days of application deadline.

FOR OFFICE USE ONLY: _____ 10 Points _____ 15 Points

SIGNATURE & AUTHORIZATION FOR RELEASE OF INFORMATION

I understand this employer has the right to verify information provided in the application. If there are any misrepresentations on this application or my resume or made by me in an interview, which may be discovered now or anytime in the future, I may be discharged for cause without severance pay of any kind. False information or misrepresentation may also subject me to the penalty provisions of M.S.43A.39.

In connection with this application for employment, I authorize this employer and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to my current and past employment and applications for employment, my records maintained by an educational institution relating to academic performance (such as transcripts), a criminal history check, background check, and/or driver's license record review. Moreover, I hereby release this employer and any agent acting on its behalf from any and all liability by reason of requesting such information from any person. A photocopy of this authorization will be treated in the same manner as the original.

_____YES

_____YES, but not present employer until job is offered.

_____NO (we may be unable to hire you without this information).

I declare that any and all statements in this application or information provided are true and complete and hereby acknowledge that I have read and understand the information contained herein.

DATE

SIGNATURE (do not print)

East Range Police Department Consent Form

PERSONAL INFORMATION (Please Print)

First Name	Last Name	Middle Name		
Maiden, Alias or Former and Dates Used		Date of Birth	Sex	
Social Security Number		Driver's License Number and State		

ACKNOWLEDGEMENT/AUTHORIZATION

I, _____ (Full Name: *first, middle, last*), am the person named in an application for employment with the East Range Police Department for the position of _____.

I realize I am not legally required to sign this form, but if I do not, the East Range Police Department will not be able to determine whether my driving record or conviction record, if any, is a job-related consideration. I understand that if I am rejected as a candidate for the position cited above on the basis of a criminal conviction, I will be notified in writing and will be given any rights to processing of complaints or grievances afforded by *Minnesota Statutes*, Chapter 364. I understand that information prepared by the East Range Police Department or other agent acting on the East Range Police Department's behalf is private data; that is, it may be released only pursuant to the statutory provisions of *Minnesota Statutes*, Chapter 13. I acknowledge I have read the notification on the reverse side of this form.

I hereby authorize the East Range Police Department or any agent acting on its behalf to inspect and gather information retained by local, county, state, and federal agencies as necessary to determine whether any convictions of a crime or moving traffic violations, for which a jail sentence or more than 90 days could have been imposed, directly related to the position of employment sought by me.

I specifically authorize the East Range Police Department to disclose all criminal history and driving record information to the East Range Public Safety Board for the purpose of determining my suitability for employment. Moreover, I hereby release the East Range Public Safety Board, its agents, and any agency named above from any and all liability.

The duration of this authorization shall be for a period no longer than one year from the date of my signature although I understand this authorization can be revoked by me if I indicate such intent in writing. Criminal history background checks will not be conducted on applicants, except for Police and Fire applicants, unless and until the applicant is selected for an interview.

Applicant's Signature _____ Date _____

IMPORTANT FACTS ABOUT INFORMATION ON THIS FORM

Certain information requested on this form is considered private; that is, it may be released only to you and agencies where you may be considered for employment. This form is part of the East Range Police Department's employment application materials. Information in your 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). A summary of your rights under the Fair Credit Reporting Act will be provided to you prior to any adverse action taken by the East Range Public Safety Board, regarding your application for employment, based on information obtained through the use of this form.

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.
Maiden Name/Date of Birth/Sex/Social Security Number/Driver's License Number	To be able to conduct criminal background and driver's license checks.	No	Failure to provide may be cause for rejection of your application.