

**TO ALL JOB APPLICANTS:**

Thank you for your interest in our Police Officer position(s). *The following information must be completed and returned to the Human Resources Department by 4:30 PM on Friday, July 29, 2016:*

- City application
- Supplemental application form

***The written exam is scheduled for Wednesday, August 3<sup>rd</sup>. You must complete both the written examination (August 3rd) and the application materials (due July 29<sup>th</sup>) to be considered for employment. See the Instructions for Police Officer Application and Testing Process for details.***

The following materials have been included for your information:

- ✓ City of Blaine Application including Supplemental Application
- ✓ Police Officer Candidate Informational Packet including Instructions for the Application and Testing Processes
- ✓ Copy of the Current Position Description

Send all required application materials to:

City of Blaine  
ATTN: Human Resources Department  
10801 Town Square Drive  
Blaine, MN 55449

Fax: (763) 717-2702

**\*\*Candidates who have interviewed with our department within the last 12 months need not reapply.\*\***

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify Human Resources at (763) 785-6109.

**CITY OF BLAINE**  
**SUPPLEMENTAL APPLICATION FORM**  
**Police Officer**

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This supplemental application form was developed specifically for the position named above and will be used to obtain enough job-related information to select the best-qualified applicants to continue in the selection process.

Completion of this form is a **requirement** of the examination process and must be submitted with your application. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Continuation in the selection process will be based on information supplied in the supplemental application form and the regular application form. Having all of the minimum qualifications does not guarantee that you will be selected to continue in the process.

Be sure to answer all the questions completely and accurately. Some questions ask you to provide specific information so we may evaluate your qualifications. Describe specific, relevant examples from your background. Omitted information cannot be considered or assumed.

Name \_\_\_\_\_

July 2016

**CITY OF BLAINE  
SUPPLEMENTAL APPLICATION  
POLICE OFFICER**

*You may attach additional sheets of paper as needed. **NOTE:** All provisions on your original application are applicable to this document including information classified under MS. 13.43, Subd 2. See page 4 of the City application.*

1. Are you a U.S. citizen? **YES** **NO**

2. Do you have a valid driver's license? **YES** **NO**  
**IF YES**, state of issuance \_\_\_\_\_

3. Are you currently a licensed peace officer in the State of Minnesota? **YES** **NO**

a. **IF YES**, what is your license number? \_\_\_\_\_

b. **IF NO**, please answer the following questions:

- Have you received certification for the law enforcement skills required to become a licensed peace officer in the State of Minnesota (circle one)? **YES** **NO**

**IF YES**, list the certifying agency and date of completion:

- Do you have at least an Associate of Arts degree in Law Enforcement from a Minnesota accredited college or university (circle one)? **YES** **NO**

**IF YES**, list the institution from which the degree was received and date degree was received:

- Date of MN POST Board Exam (NOTE: All applicants must be POST Board licensed or eligible to be licensed by August 31, 2016): \_\_\_\_\_
- Please list any other information that would indicate that you are eligible to be licensed as a peace officer in the State of Minnesota:

4. Describe your education in the law enforcement profession beyond the Associate of Arts degree in law enforcement. **Be specific, including: name of college or university, coursework, dates attended, degree received, etc.**

5. Describe/list your **sworn** law enforcement experience.

<u>EMPLOYER</u>	<u>JOB TITLE</u>	<u>FULL- OR PART-TIME</u>	<u>DATES EMPLOYED</u>
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6. Describe/list your **non-sworn, paid** law enforcement experience (ex. CSO, animal control, crime prevention, etc.).

<u>EMPLOYER</u>	<u>JOB TITLE</u>	<u>FULL- OR PART-TIME</u>	<u>DATES EMPLOYED</u>
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7. Describe related experience as a Security Officer, Loss Prevention Specialist, etc, including a summary of job duties.

<u>EMPLOYER</u>	<u>JOB TITLE</u>	<u>FULL- OR PART-TIME</u>	<u>DATES EMPLOYED</u>
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8. Describe/list your **volunteer** law enforcement experience.

<u>EMPLOYER</u>	<u>JOB TITLE</u>	<u>FULL- OR PART-TIME</u>	<u>SPECIFIC DATES of VOLUNTEER</u>
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9. Describe/list your experience outside of law enforcement working with community groups (e.g. Boy Scouts, Girl Scouts, Associations, etc.). **Be Specific, including the number of hours you have donated within the past 12 months, and your role and responsibilities.** \*Documentation verifying listed community service will be required during the background process.

10. Describe your public relations experience (working/communicating) with the public (ex. sales/cashier position, etc.). **Be Specific, including years of experience.**

11. Describe any non-English language skills you are fluent in (or have received college level training), including sign language. **Be specific, including years of experience.**

12. Describe special certifications that you have earned that relate to the law enforcement profession (ex. 1<sup>st</sup> Responder, EMT, Crime Prevention certification, etc). **Be specific, including expiration date.**

**SIGNATURE**

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or any time in the future. 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 the City of Blaine 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 records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Blaine and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person. I declare that any statement in this supplemental application or information provided is true and complete and hereby acknowledge that I have read and I understand the above.

Signature (Do not print) \_\_\_\_\_ Date \_\_\_\_\_



## Police Officer Candidate Informational Packet



*Thank you for your interest in a law enforcement career with the City of Blaine!*

### **Salary**

\$3,887 - \$6,348 per month as stated in the 2014-2015 LELS Labor Agreement (Not Settled for 2016), plus excellent benefits. *Lateral transfer pay rates will be considered based upon experience.*

### **Position Summary**

Performs general police work in the protection of life and property through the enforcement of laws, ordinances, and community policing and related programs. This position also assists in the investigation of criminal offenses, accidents, and other police-related problems.

### **City of Blaine Demographics**

The City of Blaine is one of the metro area's largest suburbs, centrally located within minutes of both Minneapolis and St. Paul. It's no wonder the City continues to attract both residents and businesses. Blaine offers a unique combination of big city convenience with a small town atmosphere.

Nestled in the south-central region of Anoka County with a small portion resting in Ramsey County, Blaine covers 34 square miles of viable business and residential areas. The City is approximately 70% developed. Approximately 4,500 acres of the community consist of protected wetlands/woodlands to strike a balance between growth and natural resources. The City's interspersed 62 parks and many miles of connecting trails and walkways makes Blaine a great City for enjoying the outdoors.

Blaine's population has increased steadily over the last four decades. In 1970, 20,640 people lived in the city. Today, Blaine residents number over 62,000. By the year 2020, it is estimated the population will reach 66,000.

### **City of Blaine Police Department**

Incorporated in 1964, the Blaine Police Department currently consists of 61 sworn officers. This includes the Police Chief, Captain, 3 Lieutenants, 8 Patrol Sergeants, 6 Detectives and 42 Patrol Officers. There is a civilian staff (non-sworn positions) consisting of Crime Prevention Specialists, Community Service Officers, and Record Technicians. In addition, the Blaine Police Department also has the CounterAct Drug Education program, Explorer Post, Police Reserve Unit, and Neighborhood and Business Crime Prevention Programs.

The Police Department averages 33,000+ calls for service per year. We consider ourselves a very safe community. Police calls to Blaine squad cars are dispatched by Anoka County Central Communications. All patrol vehicles are MDT or Laptop equipped and all Anoka County law enforcement jurisdictions participate in a centralized and shared computer records system.

# **INSTRUCTIONS FOR POLICE OFFICER APPLICATION AND TESTING PROCESS**

**July 2016**

## **APPLICATION REQUIREMENTS**

1. Must receive a score of at least 70 on written entrance examination.
2. Must be a US citizen.
3. Valid driver's license with good driving record.
4. POST Board licensed or eligible to be licensed by August 31, 2016.
5. Successful completion of comprehensive background examination and determination of no POST Board "Standards of Conduct" violations.

## **Desirable Experience and Training include:**

1. One year of experience in law enforcement, either a sworn, non-sworn, or volunteer position.
2. CPR and First Aid certification.

## **APPLICATION PROCESS**

- All applicants must complete a City of Blaine employment & supplemental application. Please print in ink or type the application. Incomplete applications will result in disqualification from the process. A resume may be submitted in addition to, **but not in lieu of**, completion of any portion of the application. Do not write "See Resume" as a response to a question.
- In your application materials, include all relevant experience on the application even if the experience is volunteer, military, and/or education. Feel free to attach additional sheets of paper to your application if needed.
- **The City of Blaine application materials must be returned, not postmarked, to Human Resources by 4:30 PM, Friday, July 29, 2016 for consideration. Late applications will not be accepted.**  
Applications are to be sent to:

City of Blaine Human Resources Department  
10801 Town Square Drive  
Blaine, MN 55449  
Fax: (763) 717-2702

**\*\*Candidates who have interviewed with our department within the last 12 months need not reapply\*\***

## **WRITTEN TESTING PROCESS**

- The City will hold the written test on **Wednesday, August 3<sup>rd</sup>**
- The written test will be held at: **Blaine City Hall**  
**10801 Town Square Drive**  
**Blaine, MN 55449**
- Check-In begins at **6:30 p.m.**
- Test begins promptly at **6:45 p.m.**
- Please bring a **Current Driver's License** to the examination.

**NOTE: Failure to attend the written test will automatically result in disqualification from the application process.**

## **TRAINING AND EXPERIENCE EVALUATION**

Following the receipt of written examination scores, the City of Blaine will evaluate the qualifications of those applicants who receive a score of at least 70 on the written examination. From these applications, an eligibility list will be established and candidates will be selected to participate in the succeeding examination processes.

The City reserves the right to consider only the most highly qualified applicants from the succeeding examination processes: Training and Experience (T&E) Evaluation, Written Examination, Report Writing Examination, and Oral Interview(s).

Appointment is subject to successful completion of City paid pre-employment psychological evaluation, medical examination/drug test, and comprehensive background investigation after offer of employment has been made.

## **BLAINE POLICE DEPARTMENT GENERAL ORDER 313.02 (G) TATTOOS**

While Blaine's application process does not preclude applicants from having a tattoo visible while wearing a standard uniform, there are some restrictions. If this pertains to you, please notify the Human Resources department when/if contacted to schedule an oral interview.

*Equal Opportunity Employer*

**CITY OF BLAINE**  
**POSITION DESCRIPTION**

POSITION IDENTIFICATION

TITLE:	Police Officer
DEPARTMENT:	Safety Services
STATUS:	Full-time Nonexempt
SALARY SCHEDULE:	LELS Local 165

POSITION SUMMARY

Under general direction of the Police Sergeants, this position is responsible, in an assigned district during a specified period of time, for the maintenance of order, enforcement of laws, and protection of life and property. This position also assists in the investigation of criminal offenses, accidents, and other police-related problems.

**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Respond to complaints such as prowlers, trespass, fights, domestics, alarms, etc.
2. Handle arrest situations and procedures.
3. Drive patrol car to monitor traffic; operate communication equipment and vehicle monitoring equipment such as radar; observe and detect traffic violations; and operate vehicle in emergency mode.
4. Patrol assigned area by vehicle.
5. Write detailed reports to document activities in situations requiring that public order be maintained and/or restored.
6. Answer questions from the public on the phone or in person regarding issues such as project status, complaints, and law interpretation, or refer citizens to proper agencies.
7. Face threatening situations and be prepared to use deadly force when justified.

**B. OTHER DUTIES AND RESPONSIBILITIES**

1. Search areas for suspects.
2. Take written and oral statements from victims and witnesses.
3. Request checks on car registrations, warrants, and firearms, and issue tickets, citations, and tags for illegal violations.
4. Make business checks or vacation checks of private dwellings.
5. Monitor crime areas by vehicle or foot patrol.
6. Complete routine, non-emergency reports and initial investigative reports.
7. Interview suspects, witnesses, citizens, victims, and others as required.
8. Interrogate suspects and take sworn statements, formal confessions, or depositions in preparation for court or trial appearances.
9. Maintain skills proficiency.

These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

### KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of police principles, practices, procedures, purposes, tools, techniques, and equipment, especially as applicable to duties of assignments.
2. Knowledge of relevant laws, rules, and regulations.
3. Skill in the use of firearms and vehicles.
4. Ability to apply police principles, practices, and procedures to solve police problems.
5. Ability to establish and maintain effective working relationships with others.
6. Ability to meet and deal with the public tactfully, with courtesy, or, when the occasion demands, with firmness.
7. Ability to withstand adverse weather conditions.

### MINIMUM REQUIREMENTS

6. Receive score of at least 70 on written police test.
7. US citizen.
8. Valid driver's license with a good driving record.
9. POST Board licensed or eligible to be licensed by date of hire.

### DESIRABLE REQUIREMENTS

1. One year of experience in law enforcement, either a sworn, non-sworn, or volunteer position.
2. CPR and First Aid certification.

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The position 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 the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

<b>Physical Factors</b>	Code		<b>Environmental Factors</b>	Code	
Standing Stationary	O		Work Alone	C	
Moving About	F		Work With Others	F	
Sitting	C		Work Around Others	F	
<b>Physical Strengths and Demands</b>			Public Contact	F	
Lifting-Push & Pull While Stationary			Shift Work	C	
<i>Sedentary-up to 10 lbs</i>	O		Extended Day	O	
<i>Light Work-11 to 20 lbs</i>	O		Inside	F	
<i>Medium Work-21 to 50 lbs</i>	V		Outside	O	
<i>Heavy Work-51 to 100 lbs</i>	V		Confined Area	O	
<i>Very Heavy-over 100 lbs</i>	V		Extreme Hot	O	
Carrying-Push & Pull While Moving About			Extreme Cold	O	
<i>Sedentary-up to 10 lbs</i>	F		Wet and/or Humid	O	
<i>Light Work-11 to 20 lbs</i>	V		Noise	O	
<i>Medium Work-21 to 50 lbs</i>	V		Vibration	O	
<i>Heavy Work-51 to 100 lbs</i>	V		Mechanical Equipment		
<i>Very Heavy-over 100 lbs</i>	V		Electrical Equipment		
Climbing	V		Pressurized Equipment	V	
Balancing	C		Burning Material/Equip	V	
Stooping	F		Explosive Material/Eq	V	
Kneeling	F		Radiant Energy	F	
Crouching	V		Moving Objects	F	
Crawling	V		High Places	V	
Reaching	F		Fumes/Odors	O	
Twisting - Sitting	F		Dirt/Dust	V	
Twisting - Standing	F		Gases	F	
Handling	F		Poor Ventilation	V	
Fingering	C		Electronic equipment	O	
Feeling	C		Other (specify)		
Talking	C				
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	C				
Walking	C				
Reading	C				
Driving	F				
Night vision	F				
Other (specify)					
			Codes:		
			Blank - Not Present		
			V = Very Infrequent - 1 to 2 times a week		
			O = Occasional - Up to 1/3 of time a week		
			F = Frequent - 1/3 to 2/3 of time		
			C = Constant - More than 2/3 of time		

**Americans With Disabilities Act  
Physical and Environmental Job Factors**