

City of New Richland
Regular City Council Meeting
July 18, 2022

Agenda:

6:30 Call to Order
Roll Call
Pledge of Allegiance
Approve Agenda

- 1. Accept resignation of the Chief of Police**
- 2. Recruitment plan/authorization for hiring of a new Chief of Police**

Adjournment

The next Regular City Council meeting will be held on Monday July 25th, 2022, at 6:30pm



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

7/14/2022

City of New Richland
Attention: Administrator Martens

Administrator Martens,

Please accept this as my official notice of resignation as the Chief of Police, New Richland Police Department effective August 5th at 1600 hours.

The last eighteen months have been a great opportunity for me to grow in this career. Thank you for this opportunity to serve the community of New Richland and the residents that call New Richland home. I have learned a lot and grown a lot here and look forward to taking those experiences and relationships on my next endeavor.

A special thank you goes to Administrator Anthony Martens. Mr. Martens thank you for everything you have done for me. You have guided me and mentored me from the time I started working for you all the way through my time as Chief of Police. Not many Chiefs get the opportunity to work for their Chief as their Administrator and I am forever grateful for that opportunity. You have been a great supporter of mine and stood by my decisions and trusted in me. I will be forever grateful for everything you have done for me and the New Richland Police Department.

Thank you!

Respectfully,

Joshua A. Knudtson

Chief of Police, New Richland Police Department



POLICE CHIEF

Job Description

Approved: Click or tap to enter a date.
Last Revised: Click or tap to enter a date.

I. IDENTIFYING INFORMATION			
JOB TITLE:	Police Chief	WORK/PAY STATUS:	Full-Time, Hourly
SUPERVISOR:	City Administrator	FLSA STATUS:	Non-Exempt
DEPARTMENT HEAD:	Police Chief	PELRA STATUS:	Non-Union
DEPARTMENT	Police	PAY GRADE:	TBD
CORE WORK HOURS:	Per City Policy	WORK SCHEDULE:	Discretionary

II. PURPOSE AND STATEMENT

PURPOSE & NATURE OF WORK:	Performs executive, administrative, and para-professional/professional work to manage the City's police department and significant public safety operations. Exercises overall and direct responsibility for several police functions including patrol, crime prevention, law enforcement, investigation, and emergency response. Manages budget and promotes the effective and efficient use of resources. Incumbent is agency's designated Chief Law Enforcement Officer (CLEO). Serves as Responsible Authority's designee for the department's data practices. This positions regularly performs patrolling/policing activities while maintaining responsibility for the department's performance and being accountable for its success.
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Administrator
Works closely with:	Council Liaison, Council committees/commissions/boards, Maintenance Lead, city and county attorneys
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers, including fire department and ambulance department staff
<i>Externally:</i>	Other police chiefs, county sheriff's and deputies, state patrol; 911 dispatch and social services; DPS, DVS, & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents
Supervises:	All uniformed personnel and non-uniformed staff & volunteers (e.g. police reserves)

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	As administrative head of the is department and CLEO the incumbent has authority to command licensed peace officers and control various systems, processes, and activities subject to the City Council's policy guidance and oversight. Working with the City Administrator, the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. The incumbent regularly provides information, advice, and recommendations. The incumbent has the authority to decisively respond to urgent and emergency situations in accordance with City policies/guidelines and generally accepted standards and practices. Acts as City's principal liaison to sheriff's offices and local/state/federal law enforcement agencies. Current Appointments: Responsible Authority (RA) designee, Emergency Management Director
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V. ESSENTIAL FUNCTIONS <i>The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is no exhaustive. All duties, tasks, and subtasks that can be logically inferred are not specified. Other duties and task may be assigned, by the position's Supervisor, according to City needs.</i>	
DEPARTMENT ADMINISTRATION & MANAGEMENT ➤ Planning & Budgeting ➤ Policies & Procedures ➤ Laws, Rules & Regulations ➤ Records & Information Management	a. Prepares, executes, and evaluates operating plans, policies, and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to council policies. b. Personally, handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget in cooperation with City Administrator; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. d. Regular informs City Administrator about noteworthy items; attends Council meetings as requested to report on the department's operations, programs, and activities as directed/needed; and attends relevant meetings of relevant advisory bodies as directed/needed. e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; responds to public data requests and legal requests (subpoenas, summons, etc.) for production; and otherwise manages the department's other data practices as the Responsible Authority's designee.
LEADERSHIP AND CLEO FUNCTIONS ➤ Knowledge & Expertise ➤ Goals & Objectives ➤ Programs & Initiatives ➤ CLEO Functions ➤ Criminal Justice ➤ Community Policing	f. Initiates and coordinates the department's short and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's law enforcement efforts and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service. g. Provides technical expertise and professional knowledge in conducting more difficult and serious investigations to promote a satisfactory resolution and ensure efficient use of resources; works closely with attorneys and other relevant professionals on all legal matters; and represents the department in Court and other legal proceedings. h. Determines each licensed individual's eligibility to be hired according to POST requirements and City standards; depending on circumstance, submits appropriate personnel forms (e.g. Request for Peace Officer License, Personnel Notification, & Employment Termination) to POST; provides initial and continuing instruction on the use of force, deadly force, and the use of firearms within required time-frames; and receives, investigates, and resolves complaints of officer misconduct ensuring any appropriate sanctions are enforced and proper notifications are made. i. Establishes and implements or enforces statutorily required, written policies; receives, reviews, and manages lawful disposition of seized firearms; and takes command of incidents/scenes when required. j. Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.
EQUIPMENT MAINTENANCE ➤ Replacement Planning ➤ Maintenance & Repair	k. Participates in the City's planning process for equipment replacement decisions by working closely with the City Administrator and City Council. l. Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.
SUPERVISION OF DEPARTMENT EMPLOYEES ➤ Employee Relations ➤ Hiring/Interviewing ➤ Supervision & Work Scheduling ➤ Performance Management ➤ Discipline/Safety ➤ Training & Development	m. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per applicable CBA under the Council's final approval for hiring and firing. n. Promotes workplace safety through ongoing efforts related to employee training and awareness.

V. ESSENTIAL FUNCTIONS (cont.)	
COORDINATION WITH OTHER CITY DEPARTMENTS ➤ Joint/Shared Responsibilities ➤ City-wide projects, events, & activities ➤ Emergencies	o. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends and leads staff meetings. p. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns. q. Provides administrative/technical support to other departments as workload and work priorities allow. r. Works closely with Maintenance staff on unsafe/urgent situations and emergencies.
EXTERNAL COMMUNICATIONS/ RELATIONS ➤ City Representation & Liaison ➤ Intergovernmental Relations ➤ Business Relations ➤ Public Relations ➤ Media Relations	s. Represents City before various outside entities, establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues. t. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability. u. Receives requests for information, complaints, and other input/feedback about Police Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.

VI. OTHER DUTIES & RESPONSIBILITIES
➤ Performs other duties as directed by the City Council or apparent to the incumbent

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES		
Knowledge of; ▪ Each major area of accountability ▪ City and relevant County ordinances, Council Resolutions & directives; City and departmental policies and procedures ▪ Relevant state and federal laws/rules/regulations including court decisions ▪ City Council's overall budget goals and each department's work plans ▪ City and Department's organizational structure, operations, programs, and activities ▪ City's geography, business & residential areas, and infra-& super-structure ▪ Principles and practices applicable to modern law enforcement/policing and community policing ▪ Management principles and practices as they apply to public sector ▪ OSHA and other safety-related laws, rules, and regulations ▪ Office automation and other technologies useful for municipal operations ▪ Program management, process control and improvement, workflow management	Skill in; ▪ Planning and evaluating department's operations ▪ Coordinating and controlling city-wide financial systems and programs ▪ Preparing/administering operating and capital budgets and budget plans ▪ Conducting research, analyzing/interpreting data, and preparing reports ▪ Developing alternatives; including cost/benefit and other pros & cons of various options ▪ Providing/presenting reliable information and sound advice to elected & appointed officials ▪ Establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ Communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation ▪ Providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ using office software and ensuring information technologies help to increase work productivity ▪ operating a patrol vehicle and using personal and departmental weapons	Ability to; ▪ handle not public data and other sensitive information IAW state statute and City policy ▪ keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) ▪ Continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ Implement Council policies and carry out Council and City Administrator directives ▪ Interpret and administer policies with consistency and uniformity ▪ Work independently and with a high level of initiative & resourcefulness ▪ Cope with the mental stress of the position ▪ Interact with various local & community organizations ▪ Operate a personal computer and other typical office machines ▪ Use active listening skills and receive input/feedback (and constructive criticism) on performance ▪ Promote work products that are complete, accurate, and error-free ▪ Work beyond normal work hours as well as evenings, some weekends, and holidays ▪ Attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (police management, accounting, word processing, spreadsheets, etc.), telephone/cell phone, copy and fax machines, and other typical office equipment, video recording equipment and other recording devices, various medical and other emergency response equipment. Specialized police equipment including: MDC/Laptop, ballistic vest, Firearms, Baton, Taser, Mace, handcuffs, and radar.

All machines, tools, and equipment, including PPE, used by subordinate personnel.

IX. MINIMUM HIRING REQUIREMENTS

Includes pre-requisite training, experience, licenses/certifications, KSAs, and other credentials for applicant to be qualified for further consideration in hiring process. An equivalent combination of education and experience may be considered during the hiring process and in a promotional context.

For Use in Hiring and Promotions	1. Associates degree in police science, law enforcement, or criminal justice 2. Four years of full-time work experience as a licensed peace officer with some supervisory experience or demonstrated leadership abilities 3. Licensed as a peace officer with MN POST Board or eligible to be licensed (at the time of appointment) 4. Valid Minnesota Class D driver's license (or ability to obtain within employer's time-frame) AND satisfactory driving record 5. Certification as a First Responder or Emergency Medical Responder (First Aid and CPR) 6. Must meet the same MN POST Board minimum selection standards for hiring a patrol/police officer
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X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics-referenced elsewhere in this job description and other job documentation – might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

For Use In Hiring and Promotions	1. Bachelor's degree in police science, law enforcement, or criminal justice 2. At least two years of supervisory experience with specific responsibility for areas such as work scheduling, assigning/prioritizing/reviewing work, and evaluating employee performance/coaching 3. Experience in policy development/administration, program management, and budget preparation. 4. CLEO certification from Minnesota Police Chief's Association (MCPA)
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XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and the work environment as the work is currently performed by the incumbent employee. Changes or adjustments to the job and work environment, not including the position's essential functions, may be permitted to comply with federal and state disability laws.

Response Time Requirement of 30 Minutes	Works in office setting including sitting at desk for extended periods of time and working on a computer. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, and hearing. Physical demands also include moving around the office, the police area, and city hall building and can involve reaching, pulling, pushing, grasping, and holding. Can be exposed to outside weather conditions. Attends meetings within and outside the City. Operates departmental vehicles. Works beyond normal work hours as well as evenings, some weekends, and holidays. May serve on-call and must be able to personally respond to urgent and emergency situations for police chief position and emergency response duties. The incumbent <u>is</u> subject to all the working conditions of the Police Officer job class.
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Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use – with proper safeguards & security measures- only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take responsible actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (Note: Refer any questions to the City Administrator)

City of New Richland Employee Benefits

Employee: All

Annual Salary

As set by City Council per pay grade and scale
Covered By PERA

Medical & Life Insurance

\$4,000 per Person per Year Deductible

\$1,600 Per Year HSA

Employee Coverage paid by City

\$10,000 Life Insurance paid by City

Section 1.01 Vacation Leave

Vacation Leave Schedule

Years of Service	Annual Accrual
1 thru 5 Years	12 Days
6 thru 10 Years	15 Days
11 thru 15 Years	18 Days
16 thru 25 Years	21 Days
Over 25 Years	24 Days

(a) Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who work less than 20 hours per week on a regular basis, temporary, casual and seasonal employees will not earn or accrue vacation leave.

(b) Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire. Vacation is accrued monthly on the employees hire date at the hourly rate that correspond to the annual accrual from the date of hire.

(c) Earnings and Use

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and city administrator/clerk. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination.

1.1. Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.
- Temporary casual and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- Sick leave may be granted in one (1) hour increments.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.

- Safety leave - Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the city administrator/clerk, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the city administrator/clerk.

Sick leave cannot be transferred from one employee to another. There is no maximum accumulation for sick leave.

1.1.1. Severance Pay

Employees leaving the city in good standing will receive 100 percent of their accrued sick leave balance up to a maximum of \$4,000 as compensation (applicable taxes will be withheld) as severance pay.

1.2. Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. (Immediate family shall be defined as: spouse, mother, father, stepmother, stepfather, son, daughter, stepson, stepdaughter, brother, sister, stepbrother, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law and grandparents and grandchildren). This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator/clerk depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

1.2.1. Severance Pay

Employees leaving the city in good standing will receive 100 percent of their accrued vacation leave balance as compensation (applicable taxes will be withheld) as severance pay.

1.2.2. Unpaid Leave

Unpaid leaves may be approved in accordance with the city personnel policies.

Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the city administrator/clerk.

The City Council is planning to move to a Paid Time Off or PTO system effective 1/1/23. At this time, it looks like the PTO breakdown will look like this:

(a)	Accrual Rates for Annual Leave	
Years of Service	Annual Accrual	Maximum Accrual
0 to 2 Years	15 days	30 days
3 to 6 Years	20 days	40 days
7 to 15 Years	25 days	50 days
16 Years and up	30 days	60 days

.Current Pay Scale:

	1	2	3	4	5	6	7
Grade	Entry	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
7	25.66	26.94	28.28	28.86	29.43	30.02	30.62

New Richland, MN – Police Chief

\$25.66-\$30.62

Waseca, MN – Police Officer

\$31.51-\$39.98

Steele County Sheriff's Office – Deputy Sheriff

\$26.01-\$36.42

Royalton, MN – Chief of Police

\$31.68 starting

Gaylord, MN – PT Police Officer

\$24.58-\$31.74

Cleveland, MN – PT Police Officer

\$22.00

Freeborn County Sheriff's Office – Deputy Sheriff

\$28.25 starting

Winnebago, MN – Police Officer

\$23.37-\$29.41

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law..

(Please Print)

Position Applied For:			Date of Application		
How did you learn about us?					
☐ Advertisement	☐ Friend	☐ Inquiry			
☐ Employment Agency	☐ Relative	☐ Other			
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip
Telephone Number(s)		Home	Work	Other	

Best time to contact you at home is: _____:_____am/pm

Are you at least 18 years old? ☐Yes ☐No

Have you ever filed an application with us before? If yes, give date_____ ☐Yes ☐No

Do any of your friends or relatives, other than spouse, work here? ☐Yes ☐No

If Yes, state name, relationship and location_____

Are you currently employed? ☐Yes ☐No

May we contact your present employer? ☐Yes ☐No

Are you legally eligible to work in the United States in the position for which you are applying? ☐Yes ☐No

Proof of citizenship or immigration status will be required as a condition of employment.

Date available for work _____/_____/_____ What is your desired salary range?_____

Are you available to work: ☐ Full Time
☐ Part Time (Please indicate: Mornings Afternoon Evenings)
☐ Temporary (Please indicate dates available_____)

List any current licenses, registrations, or certificates you possess which may be related to this position:_____

Education

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Work Experience

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

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May We Contact ☐ Yes ☐ No	

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May We Contact ☐ Yes ☐ No	

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving		May We Contact ☐ Yes ☐ No	

Comments:

Include explanation of any gaps in employment.

Personal/Professional References

Name	Phone Number	Best Time to Call	Occupation

Additional Information

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Please list any specialized skills that may be relevant to position. (i.e. Computer Experience, Office Equipment)

The City of New Richland accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Wayne Billing at 507-465-3514.

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of New Richland by the application deadline of the position for which you are applying.

Applicant's Statement

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of New Richland is "at will," and that employment may be terminated by either the City of New Richland or me at any time, with or without notice.

With my signature below, I am providing the City of New Richland authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non - public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of New Richland in writing of any changes to information reported in this application for employment.

Signature of Applicant	Date

NAME: _____
DATE: ____ / ____ / ____

Disclosure Authorization and Release

I, (please print name) _____, hereby authorize investigation of any information contained in the Application for Employment and/or supplemental materials I have submitted in consideration for the position of Chief of Police, as may be needed to arrive at an employment decision. I authorize any or all education institutions and prior employers listed in the application for Employment to provide information they may have concerning me as it may relate to consideration of my application for this position. I understand the city will be contacting both individuals suggested by me and others whom I may not have suggested. I release those parties from any and all liability or claims for damage that may result from such.

This release supersedes any agreement I may have previously made to the contrary with any such person, school, employer, or organization.

A photocopy or facsimile of this signed release shall have the same force and effect as the original release signed by me.

Signature _____

Date _____

Informed Consent Form

City of New Richland
203 N Broadway
New Richland, MN 56072
507-465-3514
Anthony Martens, City Administrator

Date: _____

The following named individual has made application with this agency for Chief of Police.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (Full) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex (M or F):** _____
(Month/Day/Year)

Social Security Number: _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the Waseca County Sheriff's Office for disclosure to the City Administrator of the City of New Richland for the purpose of Employment with this City as Chief of Police, pursuant to Minn. Stat 626.87.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

Police Chief – Full-time

NEW RICHLAND POLICE DEPARTMENT

New Richland, MN

Deadline: Friday August 5th, 2022, at 4:30pm

The City of New Richland is seeking applications for Chief of Police. Applicants should be MN P.O.S.T. Board Licensed or eligible to be licensed and have at least four (4) years of law enforcement experience. Previous supervisory experience is preferred. Applications can be found on the city website at www.cityofnewrichlandmn.com. Submit job application to the City of New Richland, PO Box 57, New Richland, MN 56072, or email to amartens@cityofnewrichlandmn.com. Applications will be accepted through 4:30 pm, Friday August 5th, 2022.

Contact

City of New Richland
Anthony Martens, City Administrator
PO Box 57
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507-465-3514