



**City of Ramsey
Police Reserve Officer
(Voluntary / Non-Paid Position)**

Dear Reserve Officer Applicant:

The City of Ramsey is seeking volunteers for its Police Reserve Unit to work in its dynamic, growing community of 24,000 residents. The primary objectives of Police Reserve Officers are to ensure a secure, aware, and involved community by uniting law enforcement and residents, and to provide a variety of support services to the community and the Police Department in a non-sworn capacity.

Minimum Qualifications:

- Must be at least 18 years of age
- Must have a strong desire to serve the city of Ramsey (residency in Ramsey is not required)
- Must possess a high school diploma or GED
- Must possess a valid MN drivers' license and have a good driving record
- Must pass a pre-employment physical and drug screen
- Must pass a thorough background check, including a criminal history check.

Your completed application packet should include:

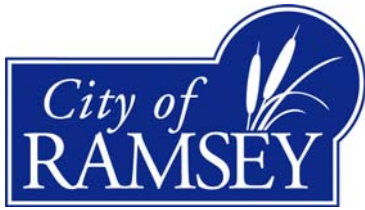
- City of Ramsey Application for Employment and Supplemental Application
- Data Practices Advisory Form
- Veteran's Preference Form
- Applicant Survey (optional)

Please feel free to include a resume with your application; however, please note that a resume will not be accepted in lieu of a completed City application and supplemental application. Completed application materials should be sent to: City of Ramsey Police Department, 7550 Sunwood Drive NW, Ramsey, MN 55303.

If you have questions about this volunteer opportunity please call the Ramsey Police Department at 763-427-6812. Thank you once again for your interest in the City of Ramsey.

City of Ramsey's Core Values

Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning.



APPLICATION FOR EMPLOYMENT
CITY OF RAMSEY

PERSONAL INFORMATION

Name _____ Email Address _____

Present Address _____
City State Zip Code

Permanent Address _____
City State Zip Code

Are you 18 years or older? Yes ___ No ___ Telephone _____ Cell: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Required _____

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you been employed here before? Yes ___ No ___ If yes, give date _____

Referral Source: Ad (specify newspaper) _____ Walk in or other _____

Are you now employed? Yes ___ No ___ If yes, may we contact your employer? _____

Are you available to work FULL-TIME ___ PART-TIME ___ TEMPORARY _____

List hours available _____

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School _____

College/Trade _____

Other _____

Special Skills and Qualifications _____

List licenses held relevant to employment: (e.g. Drivers License)

Type: _____ Number: _____ Class: _____ Expiration Date: _____

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

EMPLOYMENT EXPERIENCE - Please list at least three employers (present or most recent employer first).
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address		Telephone	
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address		Telephone	
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address		Telephone	
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

PROFESSIONAL REFERENCES (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

Name	Address	Telephone	Years	Relationship
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I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature

Date

The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Affirmative Action/Equal Opportunity Employer.

****The original city application with signature must be received by the position closing date in order to be considered a valid application.****

City of Ramsey

Police Reserve Officer Supplemental Application

1. Please explain why you want to be a Police Reserve Officer.

2. Please describe any public-safety related volunteer or professional experience you have.

Employer/School/Agency	Position	Date(s)	PT/FT
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3. Please list any public-safety related coursework, training, or medical certifications you have had or currently hold (e.g., EMT, First Aid, First Responder, etc.)

<u>Course/Training/Certificate Title</u>	<u>Hrs. of training</u>	<u>Date(s)</u>	<u>Certificate?</u>	<u>Expiration Date</u>
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4. Being an engaged and effective Police Reserve Officer requires a significant investment of time. Below is a summary of the mandatory training and community events for Police Reserve Officer.

- a. One training meeting per month. Training meetings are held the third Monday of each month (except December), from 7:00pm until 9:00pm. Additional required training is occasionally held outside of the regular training meetings on a Saturday. Notice of training meetings are given well in advance of the training date.
- b. Police Reserves are required to participate in a minimum of eight Reserve patrol shifts annually (Friday and Saturday evenings, 7:00p.m. until 3:00a.m.).
- c. Attendance at various community events is mandatory.
- d. During the first year of assignment, new recruits must complete the Anoka County Police Reserve Academy (Wednesday nights for eight weeks, plus two Saturday sessions). The Academy is held 1-2 times annually, once in the spring and once in the fall.

Based on the information provided, does your schedule allow you to make the time commitment necessary to serve as an engaged and effective Police Reserve Officer? ___Yes ___ No

4. Have you ever been convicted as an adult of a felony or gross misdemeanor for which a jail sentence of more than 30 days could have been imposed? YES___ NO___ If YES, please describe below or attach a separate sheet with an explanation.

5. Please provide any additional information you believe may be useful to the City of Ramsey in evaluating your application for Police Reserve Officer vacancies. You may attach additional sheets, if necessary.

I certify that all answers to the above questions are true and understand that any false information or omission of information from this supplemental application will be cause for rejection of this application or termination without notice.

Signature_____Date_____

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Police Reserve Officer

DEPARTMENT: Police Department

**POSITION TITLE OF
IMMEDIATE SUPERVISOR:** Reserve Coordinator

PRIMARY OBJECTIVE OF POSITION:

To ensure a secure, aware and involved community by uniting law enforcement and residents. To provide a variety of support services to the community and the Police Department in a non-sworn capacity.

RESPONSIBILITIES:

Reserve Officers conduct uniformed patrols of residential and business districts on an “observe and report” basis in a marked police squad. Reserve Officers are not licensed peace officers and do not carry a firearm.

- Provide general security, traffic direction, public relations, etc., for community functions such as the Lions Community Picnic, Ramsey Happy Days Event, National Night Out and other selected activities.
- Ride-Along with licensed officers.
- Assist the Police and Fire Departments in times of natural disasters and major emergencies; would require being on-call for such emergencies.
- Assist the Police Department with set-up, promotion, and active participation in safety related events such as, Community School Events, Neighborhood Watch Programs, and other safety related events.
- Deliver Council Packets to City Council Members.
- Assist licensed officers as needed; including assisting at motor vehicle accidents, medicals, domestics, or other calls as requested by licensed officers.
- Assist the Police Department staff as needed; including handling non-priority calls upon request.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to make a positive contribution to the department by working cooperatively with peers and supervisors.

Ability to respond to or assist with basic calls for service, community events and emergency medical situations.

Ability to establish and maintain effective working relationships with other Police Department staff and the general public.

Ability to participate in department training sessions and community events at the required levels.

Ability to exercise good judgment and common sense.

TRAINING AND EXPERIENCE:

Minimum Qualifications

The successful candidate must:

- be at least 18 years of age
- must have a strong desire to serve the city of Ramsey (residency in Ramsey is not required)
- possess a high school diploma or GED
- possess a valid MN drivers license and have a good driving record
- pass a pre-employment physical and drug screen
- pass a thorough background check, including a criminal history check. *Note: Felony and gross misdemeanor convictions will render applicants ineligible. Certain petty misdemeanor and misdemeanor convictions may render applicants ineligible.*

Created: 1998

Updated: October 2007

JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting			X	
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing	X			
8. Kneeling (bending leg at knee and resting on knee)	X			
9. Crawling (moving about on hands and knees)	X			
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion			X	
15. Use of arm muscles over extended periods	X			

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|--|-------|-------|-------|-------|
| 16. Use of leg muscles over extended periods | _____ | _____ | _____ | _____ |
| | X | | | |
| 17. Overhead work (over shoulder height) | _____ | _____ | _____ | _____ |
| | X | | | |
| 18. Stationary desk or bench work with neck bent forward | _____ | _____ | _____ | _____ |
| | X | | | |

Are the following weights lifted? If yes, describe.

What object(s) are lifted:

- 0 - 10 pounds _____
- 11 - 24 pounds _____
- 25 - 34 pounds _____
- 35 - 50 pounds _____
- 51 - 74 pounds _____
- 75 - 100 pounds X

Must be able to handle people, tools, ladders, appliances, and other apparatus. Heaviest single tool (Hurst tool) is approximately 80 lbs.

From what height to what height?

0 to 10 feet.

Are the following weights carried? If yes, describe.

How far are these weights carried?

- 0 - 10 pounds _____
- 11 - 24 pounds _____
- 25 - 34 pounds _____
- 35 - 50 pounds _____
- 51 - 74 pounds _____
- 75 - 100 pounds X

0 foot to 50 feet.

May be expected to carry same as lifting.

Job requires:

Working outdoors?	<u> X </u>	Yes	<u> </u>	No
Working indoors?	<u> X </u>	Yes	<u> </u>	No
Operating forklifts, dangerous machinery or vehicles?	<u> X </u>	Yes	<u> </u>	No
Supervising other employees?	<u> </u>	Yes	<u> X </u>	No
Working with chemicals?	<u> X </u>	Yes	<u> </u>	No
Working near fumes/vapors?	<u> X </u>	Yes	<u> </u>	No

CITY OF RAMSEY
APPLICANT SURVEY

TO ALL APPLICANTS

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:_____

City and State in which you reside:_____

Your age:_____ Your sex:_____

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native _____ Asian and Pacific Islanders_____

Black_____ Caucasian_____ Hispanic_____

Do you have a disability? _____ Yes _____ No

If yes, please identify:_____

If you wish to identify your veteran status, please complete:

_____ Disabled Veteran _____ Vietnam Era Veteran

Referral Source: _____ Ad (please specify)_____

_____ Ramsey Employee _____ Job Service _____ School

Other source:_____

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.

**CITY OF RAMSEY
ELECTION OF VETERAN'S PREFERENCE**

Name: _____

Do you wish to claim veteran's preference? Yes No

Application for veteran's preference points

Eligibility:

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans 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 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
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

Instructions:

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.

Veterans preference application

Veteran: Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Dates of Active Duty: from _____ to _____

Rank at discharge: _____ Type of Discharge: _____

Date of final discharge: _____ Service number: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Type of preference requested: Veteran Disabled Veteran
 Spouse of veteran Spouse of disabled veteran

Signature

Date

Please return this form with your application.

CITY OF RAMSEY

DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY

APPLICANT'S SIGNATURE

DATE