



# CLOQUET POLICE DEPARTMENT

Derek Randall  
Chief of Police

101 – 14<sup>th</sup> Street  
CLOQUET, MINNESOTA 55720-1799

Phone 218-879-1247  
Fax 218-879-1190

## **POLICE OFFICER POSITION ANNOUNCEMENT FOR IMMEDIATE HIRE**

### **GENERAL**

The Cloquet Police Department is currently seeking applicants for full-time police officers' openings within our organization. Under the direction of the Chief of Police, this person is responsible for preserving law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services, and the enforcement of laws and ordinances.

### **ABOUT US**

The Cloquet Police Department is a young, diverse, and innovative department with a sworn authorized strength of 24. CPD. serves a population of 13,000 who live within Cloquet, Scanlon, and the Fond du Lac Indian Reservation.

While the profession has experienced some challenging times over the past several years, we are pleased to serve an appreciative and grateful community.

In choosing to join the Cloquet Police Department team, you select an organization that prides itself on having a command staff in touch with our front-line personnel and investigators' challenges. While hierarchy and structure are essential, in choosing to join CPD., you join an organization where leadership recognizes that you are more than just a badge number and where your opinion matters and is valued.

The following are some of the opportunities presented in joining CPD.:

- 12 hour "Dupont" schedule that includes a seven-day off stretch scheduled into each month
- On-site gym
- Opportunity for advancement: Patrol Sergeants and Detectives
- Toward Zero Death (TZD) participation
- DWI Enforcement Officer
- Field Training Officer
- Drug Recognition Evaluator
- Drone Pilot
- Use of Force Instructor

Our department experiences a healthy and diverse call load that allows our personnel to stay busy and develop their skills along the way. It is common for our officers to see a case from beginning to end and expand their investigative skills and interview skills along the way.

Many of our officers choose to live in Cloquet and have found Cloquet an ideal area for raising their families.

The area boasts many opportunities for outdoor adventure and engagement. Our city parks offer ATV, snowmobile, cross-country ski, a ski jump, mountain biking, and walking/hiking trail systems.

The Cloquet school system is excellent for officers with children. The Fond du Lac Tribal and Community College is also located in our community.

### **MINIMUM QUALIFICATIONS AND JOB DESCRIPTION**

- Associates degree with coursework in law enforcement or related field, or the equivalent combination of education and experience
- Applicants must be P.O.S.T. licensed or eligible to be licensed at the time of appointment, appointment date being September 15, 2024, or sooner depending on licensing and availability.
- Minnesota Class D Driver's License
- Knowledge of approved practices, procedures, and techniques required in performing daily law enforcement duties
- Other related knowledge, skills, and abilities as contained in the job description
- Employment is contingent upon satisfactory results of a background investigation, recruitment testing instruments, physical and psychological examinations, and City Council approval

### **COMPENSATION**

CPD sworn personnel are represented by Teamster's Local 346 Union and offer competitive wages and benefits. This is a full-time, hourly position (minimum of 2,184 hours per year). The 2024 base starting wage is between \$29.47 and \$38.24, depending on experience, education, and skill level. In addition, an excellent benefits package is provided.

### **APPLICATION PROCESS**

If you are interested in joining our department and have questions, call, or email Chief Derek Randall for more information at [drandall@cloquetmn.gov](mailto:drandall@cloquetmn.gov) or 218-879-1247.

To apply, obtain an application packet from [www.cloquetmn.gov](http://www.cloquetmn.gov) or pick it up in person at the Cloquet City Hall, 101 – 14<sup>th</sup> Street, Cloquet MN 55720, Monday-Friday 7:00 a.m.–4:00 p.m.

**Return application to:** City of Cloquet, Attn: Human Resources  
101 - 14<sup>th</sup> Street  
Cloquet MN 55720

Applicants must be P.O.S.T eligible no later than job start date.

### **APPLICATION DEADLINE**

Applications, resumes, and pre-employment questionnaires will be reviewed/considered upon receipt. Applications for employment will continue to be accepted and reviewed for consideration until all positions are filled. EOE/AA



# EMPLOYMENT APPLICATION

## City of Cloquet

**OFFICE USE ONLY**

Date Rec'd: \_\_\_\_\_

We welcome you as an applicant for employment with the City of Cloquet. It is the City of Cloquet's policy to provide equal opportunity in employment. The City of Cloquet will not discriminate on the basis of 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 furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Cloquet 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 Human Resources at 218-879-3347.

### PERSONAL INFORMATION

<b>Name:</b> Last	Full First	Full Middle
<b>Present Address:</b> Street / City / State / Zip Code		
<b>Permanent Address</b> <i>(if different from above)</i> Street / City / State / Zip Code		
<b>E-mail address:</b> <i>(if applicable)</i>		
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Business Phone:</b>
<b>Are you at least 18 years old?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If not, give date of birth: (mm/dd/yy)		<b>May we call you at work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you legally eligible to work in the United States in the position for which you are applying?</b> <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will your continued employment require employer sponsorship?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

### WORK PREFERENCE

<b>Position for which you are applying:</b>	<b>Date Available:</b>
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	
<b>What hours are you available for work?</b>	

**\*\*\*Please print in INK or type when completing this application**

## EDUCATION AND TRAINING

<b>Highest grade completed</b> <i>(Please check)</i>	High School <b>9 10 11 12</b>	College <b>13 14 15 16</b>	Graduate School <b>1 2 MA PHD JD</b>	
<b>Last high school:</b> Name and Address			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type	Name/Location	Degree Received?	Type of degree earned	Major/Minor
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:  
*(Please provide a photo copy, if required)*

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

## EMPLOYMENT HISTORY - present employer

Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Address		Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Name and Title	Telephone Number	
Job Title	Dates employed: (Month/Year) From: To:		
Nature of duties			
Reason for leaving or seeking change of position			

**EMPLOYMENT HISTORY continued - List most recent employer first**

Employer	Address	Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name and Title	Telephone Number	
Job Title	Dates employed: (Month/Year) From: To:	
Nature of duties		
Reason for leaving or seeking change of position: <span style="float: right;">May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>		

Employer	Address	Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name and Title	Telephone Number	
Job Title	Dates employed: (Month/Year) From: To:	
Nature of duties		
Reason for leaving or seeking change of position: <span style="float: right;">May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>		

Employer	Address	Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Name and Title	Telephone Number	
Job Title	Dates employed: (Month/Year) From: To:	
Nature of duties		
Reason for leaving or seeking change of position: <span style="float: right;">May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>		

### Additional work experience

Relating to the type of employment you are seeking. Include full time, temporary and part time positions. Indicate dates, employer and job title.

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### SPECIAL SKILLS

*(Please answer the following only if they relate to the qualifications of the position for which you are applying)*

Can you operate a computer?  Yes  No

Please list software:

List other office equipment you can operate:

Do you have experience in a skilled trade? If so, please describe the extent/nature.

What equipment do you operate that would relate to the duties of this position?

Other information pertinent to your employment


### ACTIVITIES - with a direct bearing on your qualifications for the position

#### MEMBERSHIP IN CIVIC, PROFESSIONAL, SOCIAL OR OTHER ORGANIZATIONS

*Include offices held. Exclude organizations indicating race, creed, color, religion, gender, sexual orientation, national origin, marital status, political affiliation, age or disability in their name or character.*

Current

Past


### GENERAL INFORMATION

Briefly state why you are interested and why you feel you are qualified for this position.

Have you ever been terminated from a previous employer?  Yes  No

If yes, state the name and address of the company, date of termination, and reason for termination (do not include lay-off or staff reduction).

Have you ever supervised people?  No  Yes

If yes, for whom?

Check the functions you have performed as a supervisor:

- Interviewed Candidates  Conducted Performance Appraisals  Disciplined Employees  
 Hired - Recommended for Hire  Recommended Salary Adjustments  Terminated Employees  
 Established Objectives

Note to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.  Yes  No

### COMPLETE SECTION IF POSITION REQUIRES A VALID DRIVER'S LICENSE

Do you have a valid driver's license?  Yes  No

Class  A  B  C  D

License Number:

State of Issue:

Expiration Date:

How many traffic tickets for moving violations have you received in the past five years?

Number

Nature of offense

### REFERENCES

*(Provide the following data for three people (not relatives) whom we may contact regarding your work habits and qualifications)*

Name	Address	Phone Number

# Authorization

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.

With my signature below, I am providing the City of Cloquet 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 have read the included Applicant Data Practices Advisory, and 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 Cloquet in writing of any changes to information reported in this application for employment.

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Signature

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Date



**VETERAN PREFERENCE QUESTIONNAIRE**  
**(Must be completed by all applicants and submitted with your completed application form)**  
**City of Cloquet, Minnesota**

This questionnaire is to determine your status as a veteran under the Veteran's Preference Statute. Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455 Minnesota Statutes, 43A.11. Veteran's Preference Statutes provide a 10-point preference to those individuals who have attained a passing score on the entrance exam and who have received an Honorable Discharge or Separation after serving more than 180 consecutive days in the military service for purposes other than training. (15 points if a disabled veteran.)

**PLEASE CHECK THE STATEMENT WHICH BEST DESCRIBES YOUR CURRENT VETERAN'S STATUS:**

**I am not a Veteran** (please complete information in table below, sign and date the bottom of this form.)

Name: Last	Full First	Full Middle	
Social Security #			
Address: Street	City	State	Zip
Position for which applying:			

**I am a Veteran** (please complete information in table below, sign and date the bottom of this form.)

**I am the spouse of a deceased Veteran** (please complete information in table below, sign and date the bottom of this form.)

**I am the spouse of a disabled Veteran who is unable to use the preference due to the disability** (please complete information in table below, sign and date the bottom of this form.)

Name: Last	Full First	Full Middle	
Social Security #			
Address: Street	City	State	Zip
Position for which applying:			
If you achieve the minimum passing rating, do you wish to apply your veteran's preference bonus points? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If a spouse of a deceased or disabled veteran, list veteran's name:			
Period of active duty:	From:	To:	
Branch of Service:	Service No.:		
Rank at discharge:	Type of separation or discharge: (Honorable, General, etc.)		
Service connected disability:	Type:	Percent: 0.0%	

**It is necessary for you to provide the City with a copy of your form DD-214. 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 DD-214 and FL-802 or death certificate. Your veteran's preference points cannot be considered without supporting documentation. If the documentation is not attached, it must be received in the City Administrator's Office by the closing of this job announcement.**

My supporting documentation:  Is attached  will be submitted by closing of this job announcement

I swear that the above statements are true and accurate to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CONFIDENTIAL

## Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The voluntary information you provide will be used to determine how effective our recruitment efforts are in reaching all segments of the population and to validate our selection and placement methods. We would appreciate your cooperation in our efforts to ensure Affirmative Action and Equal Employment Opportunity.

<b>Name</b> Last	First	Social Security Number	Date of Birth
<b>Address</b> Street	City	State	Zip Phone
<b>Gender</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Position for which you are applying</b>		<b>Date of application</b>
<b>With which racial/ethnic group do you identify?</b> <input type="checkbox"/> Black or African-American <input type="checkbox"/> American Indian or Alaskan Eskimo <input type="checkbox"/> Who or more races <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Native Hawaiian or other Pacific Islander			
Several conditions qualify an individual for disabled status. <b>Do you have any of the following disabilities?</b> <input type="checkbox"/> A. No <input type="checkbox"/> B. Amputee <input type="checkbox"/> C. Visually impaired <input type="checkbox"/> D. Cardiac <input type="checkbox"/> E. Hearing impaired <input type="checkbox"/> F. Diabetes <input type="checkbox"/> G. Epilepsy <input type="checkbox"/> H. Paralysis <input type="checkbox"/> I. Back problems <input type="checkbox"/> J. Other Explain: _____			

### Recruitment Information

How did you hear about the position for which you are applying?

- City of Cloquet office job posting
- From City of Cloquet employee
- City of Cloquet website
- College, technical or high school
- Newspaper Specify: \_\_\_\_\_
- Other Internet site Specify: \_\_\_\_\_
- Bulletin board postings Specify: \_\_\_\_\_
- Minnesota State Employment Agency
- Other Specify: \_\_\_\_\_

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**Please read Tennessen Warning/Data Practices Notice**

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**TENNESSEN WARNING/DATA PRACTICES  
NOTICE TO ALL APPLICANTS**

The Minnesota Government Data Practices Act requires that you be informed of the purposes and intended uses of the information you provided to the City of Cloquet during the application process or during employment. Any information about yourself that you provide will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean your application will not be considered.

You are hereby advised that, under Minnesota law, the following information given by an applicant is considered to be public:

- Veteran Status
- Relevant test scores
- Rank on our eligible list
- Job History
- Education and Training
- Work availability

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or when applicants are considered by the appointing authority to be finalists for a position with the City of Cloquet. "Finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

The data concerning you, which is placed in your application folder or in your personnel file and which is not listed as public, is private. This private data will be shared with you and those members of the City staff who need it to process the application, update your personnel record, evaluate your work performance, and if you are handicapped, provide the necessary accommodations. It may also be shared with the following:

1. Persons authorized to have access to the information under State or Federal law;
2. Persons authorized by Court Order to have access to the information; and
3. Persons to whom you consent, in writing, to have access to the information.

With the exception of racial and ethnic data, the data you give us about yourself is needed to identify you and to assist determining your suitability for the position for which you are applying. Racial and ethnic data is used in summary form by the City's Affirmation Action Program to monitor protected class employment and to meet Federal, State, and local reporting requirements. Furnishing racial and ethnic data about yourself as well as your Social Security Number, is voluntary.

I certify that answers herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision. Moreover, I hereby release the City of Cloquet and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information for any person. I understand that this application is not, and is not intended, to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application, or interview(s), may result in discharge. I understand also, that I am required to abide by all rules and regulations of the City.

I certify that I have read the "Notice to All Applicants" regarding the Minnesota Data Practices Act (MN Statutes 13.01 - 13.90), and I understand my rights as a subject of data.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF CLOQUET**

**WAIVER AND RELEASE OF INFORMATION**

I, \_\_\_\_\_, give my permission to release information, both public and private data, and opinions about me, my performance, reputation and character to the City of Cloquet.

This release includes all information gathered on me including, but not limited to:

- Dates of employment
- Title classification
- Salary/wages
- My job performance, reputation and character
- Absenteeism information
- Punctuality information
- Results of performance review
- Disciplinary information
- Whether employer would hire me again

I release all past and present employers and whomever speaks for them with no conditions whatsoever from any liability for giving the reference and furnishing the information.

A copy of this release is as good as the original.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CITY OF CLOQUET  
GENERAL AUTHORIZATION AND RELEASE PURSUANT TO  
MINNESOTA DATA PRACTICES ACT**

I, \_\_\_\_\_, hereby authorize and grant my informed consent to permit you to release to and make available to the City of Cloquet, MN and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data as defined by Minnesota Statutes 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your representatives.

According to Minn. Stat. § 13.04, the City must advise you of the following. Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website. Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealing with you or your agency. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment with the City, including verification of my records and analysis by consultants to the City who may review my suitability for employment.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary. Consequences arising from supplying or refusing to supply this data: We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

By signing this authorization, I hereby release the Bureau of Criminal Apprehension from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City of Cloquet from any and all liability for its receipt and use of data received pursuant to this consent.

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

Name: Last		Full First		Full Middle	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: (mm/dd/yy)	Social Security No.			
Driver's License No.			State of Issuance		
Maiden, Alias or Former Name(s):					

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Please provide copy of driver's license)*

**Authorization for Minors (must be signed if applicant is under 18 years of age)**

The undersigned certifies that he/she is the custodial parent or guardian of the above-named applicant. By my signature, I give permission for the applicant to participate in this program and to have his/her background checked.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date Signed

**CITY OF CLOQUET**

101 14<sup>th</sup> Street  
Cloquet, MN 55720  
(218)879-3347

Date: \_\_\_\_\_

The following named individual has made application with the City of Cloquet for employment.

**Last Name of Applicant** (Please Print): \_\_\_\_\_

**First Name** (Please Print): \_\_\_\_\_

**Middle** (full) (Please Print): \_\_\_\_\_

**Maiden, Alias or Former Name** (Please Print): \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex** (M or F): \_\_\_\_\_

Social Security Number (optional): \_\_\_\_\_

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of Cloquet for the purpose of employment with the City of Cloquet.

The expiration of this authorization shall be one year from the date of my signature.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Authorization for Minors (must be signed if applicant is under 18 year of age)*

The undersigned certifies that he/she is the custodial parent or guardian of the above named applicant. By my signature, I give permission for the applicant to participate in this program and to have his/her background checked.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date Signed

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

## SELECTION CRITERIA

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*[Print/Type your name]*

In an effort to select the most qualified candidates for employment, as well as satisfy the legal obligation to consider applicants equally and fairly, formalized criteria for applicants rejection will be used by the Cloquet Police Department. **The criteria are recommended guidelines only. However, any decision to not follow a rejection guideline must be supported by an explanation sufficient to mitigate the need for rejection.**

The following elements in a Peace Officer applicant's background, discovered by interview or investigation, will result in rejection of the applicant. Check the appropriate box in front of each question, yes or no as it applies.

1. **YES**  **NO**  Conviction of a felony in this state or an offense in another state which would be a felony if committed in this state.
2. **YES**  **NO**  Conviction of an offense involving moral turpitude. Moral turpitude is described as a gross violation of standards of moral conduct, vileness. An act involving moral turpitude is considered intentionally evil, making the act a crime.
3. **YES**  **NO**  Conviction of any offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
4. **YES**  **NO**  Conviction of any offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.
5. **YES**  **NO**  Conviction of a D.U.I. within the previous five years or two D.U.I.'s in the previous ten years or three D.U.I. convictions in a lifetime from the date of application.
6. **YES**  **NO**  Has a criminal proceeding pending or is under investigation for a crime.
7. **YES**  **NO**  Has a documented history of physical violence or has been convicted of a crime of "Domestic Violence" as defined by U.S.C. 921(a)(33)(A).
8. **YES**  **NO**  Dismissal from a Police Agency or negotiated resignation in lieu of termination.
9. **YES**  **NO**  Maintains an ongoing relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity.

10. **YES**  **NO**  Any violations of public trust while previously employed in law enforcement or other public service.
11. **YES**  **NO**  A recent or current affiliation with, and/or support of any organization or group which advocates the violent overthrow of the state or of the United States government, or whose professed goals are contrary to the interest of the public safety and welfare.
12. **YES**  **NO**  Any illegal use of a controlled substance within the listed time limits preceding the date of application.
- |  |         |
|--|---------|
| a. Marijuana                           | 3 years |
| b. All others                          | 5 years |
| c. Hallucinogens or experimental drugs | Never   |
13. **YES**  **NO**  A history of alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
14. **YES**  **NO**  Deceptive results of a *PHS* report regarding the applicant's background.
15. **YES**  **NO**  Evidence that the applicant has willfully provided false or misleading information during the application process, in his/her written application or Personal History Statement to include leaving information of the *PHS* by the applicant in order to hide unfavorable information, or has cheated during any testing in the application process.
16. **YES**  **NO**  Any conclusion by oral interview panel that the applicant is unsuited for police work.
17. **YES**  **NO**  Commission of an undiscovered felony.
18. **YES**  **NO**  Conviction of a gross misdemeanor in this state or an offense in another state which would be a gross misdemeanor if committed in this state.
19. **YES**  **NO**  Conviction of an offense resulting in incarceration.
20. **YES**  **NO**  Has had a driver's license suspended, revoked or canceled within the last three years or has had two or more suspensions, cancellations or revocations.
21. **YES**  **NO**  Three or more hazardous moving violations preceding the date of application.



22. **YES**  **NO**  Fraudulent use of unemployment or sick leave benefits in the previous ten years.
23. **YES**  **NO**  Prior termination for cause from a law enforcement agency.
24. **YES**  **NO**  Separation from a branch of the United States Armed Forces under less than "Honorable" conditions, or has separated honorably from the Armed Forces for reasons of unsuitability or misconduct.
25. **YES**  **NO**  Unfavorable recommendations from past or present references, employers, creditors or landlords.
26. **YES**  **NO**  A demonstrated lack of financial responsibility.
27. **YES**  **NO**  A history of sporadic or inconsistent employment.
28. **YES**  **NO**  A conclusion by a physician, psychiatrist or philologist which questions the applicant's suitability to perform the duties of a peace officer.
29. **YES**  **NO**  Any other factor, or combination of factors, which would limit or prohibit the applicant from functioning successfully as a member of the Department of Motor Vehicles and Public Safety or which would be detrimental to the Department.
30. **YES**  **NO**  More than two (2) "At Fault" motor vehicle accidents in the past two (2) years.
31. **YES**  **NO**  Documented instances of misconduct by present prior employer.
32. **YES**  **NO**  Documented instances of undesirable work habits.
33. **YES**  **NO**  Documented pattern of unfitness or patterns of misconduct.



## City of Cloquet Job Description

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**POSITION:** Police Officer  
**DEPARTMENT:** Police  
**REPORTS TO:** Patrol Sergeant

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### **SUMMARY**

Responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies.

Investigates complaints involving violation of City codes, and State and Federal laws.

Patrols streets and highways, residential and business areas and buildings to prevent and protect against criminal activities.

Participates in crime prevention, community policing and neighborhood watch activities.

Takes crime reports from citizens and files reports and logs.

Investigates traffic accidents, including preparing reports and gathering evidence.

May perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, crime prevention training, evidence officer, etc.

Ensures proper maintenance and safe operation of all vehicles and equipment.

Monitor and keep abreast of incident reports, other logs, emails, bulletins and teletypes.

Performs other duties as apparent or assigned.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

Associates degree with coursework in law enforcement, or related field, or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to communicate effectively in both written and oral form. Ability to prepare effective and complete reports as required. Ability to hear, read, understand and carry out oral and written instructions. Ability to communicate to groups through presentations and speeches. Ability to read and understand City, State and Federal laws and ordinances, State and department reporting forms, and department and civil service policies.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to exercise independent judgement. Ability to quickly process information and make decisions.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of State and Federal laws, City codes and traffic laws and regulations.

Knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.

Knowledge of rules of evidence, arrest, search and seizure.

Knowledge of first aid and ability to apply first aid promptly in emergency situations.

Ability to operate law enforcement related equipment including firearms.

General knowledge of computers, cameras and video equipment.

Ability to type reports or use handheld recorders.

## **CERTIFICATES, LICENSES AND REGISTRATIONS**

P.O.S.T. licensed or eligible to be licensed at the time of appointment.

Minnesota Class D Driver's License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may occasionally be required to use sudden exertion to apprehend a suspect or to take control of a situation.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and risk of radiation. The employee may occasionally be exposed to blood and airborne pathogens.

The noise level in the work environment is usually moderate.