



**Patrol Officer Application Packet
September 2022**

Dear Applicant:

Thank you for your interest in the City's open Patrol Officer position!

Attached you will find a copy of the City's application form, current job description for this opening, and other information that may be of interest to you.

You are requested to fully complete the enclosed employment application form and return it with a cover letter and a copy of your resume by 4:00 p.m. on Monday, October 24, 2022 in order for your application to be considered. Application materials may be submitted via email as long as they arrive prior to the submittal deadline. Otherwise, applications may be dropped off during normal City Hall business hours at 1009 W. Lincoln Avenue, Olivia, MN 56277; or mailed to the same address.

It is anticipated that selected finalists will be contacted by phone on or before the afternoon of Wednesday, October 26 in order to schedule in-person interviews with the interview committee later that same week.

Thank you again for your interest in this position. In the event you have questions regarding this opening, or you have questions about City operations in general, you are welcome to contact me.

Sincerely,

Jason Krumheuer
Chief of Police
320-523-2700
JasonK@olivia.mn.us

Position Announcement

Police Officer: City of Olivia, Minnesota

Wage Range (2022): \$26.41 to \$35.21 / hour

The City of Olivia seeks to fill the position of full-time police officer to assist in serving the 2,440 residents and business owners that are the heart of our town. Olivia is a friendly, rural community that, among other things, prides itself in its strong support of all who work in the public safety realm including law enforcement, fire and rescue, ambulance and those with past & present military involvement. It is a place where you can share your skills and talents while also providing a calm, supportive and stable place for families to sink roots and become part of the fabric of our area.

The Olivia Police Department is seeking quality candidates that have an interest not only in typical patrol and enforcement duties, but also those interested in advancing their skills by becoming a certified trainer/instructor in multiple areas of law enforcement. Minimum qualifications for the position include an associate or technical degree in law enforcement, criminal justice, or related field; first responder certification, valid Minnesota Class D driver's license, Minnesota Peace Officer License or eligibility to be licensed prior to employment, and maintains Minnesota POST requirements.

A competitive benefits package is provided along with coverage of relocation costs of up to \$5,000 if moving from outside of the immediate area. For more detailed information regarding the position requirements, provided benefits, community profile and required application please download the position packet from the City's website (Olivia.mn.us) or pick up a paper copy at City Hall (1009 W. Lincoln Avenue) during normal business hours.

First application review for this position will be Wednesday, October 26 after 4:00 p.m. It is anticipated that finalist interviews will be conducted the following week. This position will be posted until filled.

Please direct any questions related to this position to Chief Jason Krumheuer (jasonk@olivia.mn.us) or (320) 523-2361.

CITY OF OLIVIA POLICE OFFICER JOB DESCRIPTION

JOB TITLE:	Police Officer
SUPERVISION:	Reports to Chief of Police
FLSA STATUS:	Non-Exempt
PAY GRADE:	Grade 10
HOURS WORKED:	171 hours / 4 weeks

SUMMARY OF POSITION:

Performs responsible police work involving the protection and safety of the community through prevention and control of crime, preserving peace, regulating traffic, providing emergency services, enforcing federal, state and local laws, community outreach and activities, and performing related duties as required.

SUPERVISION RECEIVED:

Works under the general supervision and direction of the Chief of Police and Patrol Sergeant.

SUPERVISORY FUNCTIONS:

None

EQUIPMENT/JOB LOCATION:

The work locations for this position are primarily the police station and department vehicles and includes any lands, buildings and roadways located within the City of Olivia. Typical equipment is various police technical and tactical equipment as well as a variety of office equipment.

PRIMARY / ESSENTIAL FUNCTIONS OF THE JOB:

- Patrols the community to enforce laws, detect and prevent crime, and protect life and property.
- Apprehends and arrests law violators, prepares reports of incidents and arrests, and assists with prosecution of law violators.
- Performs criminal and accident investigations including collecting and preserving evidence, photographing, preserving crime scenes and preparing reports.
- Enforces traffic and parking laws, operates radar, and issues warnings and citations.
- Responds to accident scenes and fires, administers first aid, directs traffic flow, investigates accidents and prepares reports.
- Testifies in court as arresting or investigating officer and assists the County Attorney and City Attorney as needed.
- Checks businesses to ensure no vandalism or break-ins have occurred and doors and windows are locked.
- Interviews witnesses and victims and takes their statements; interrogates suspects.
- Assists and collaborates with other agencies such as the county, area communities, and the State Highway Patrol as needed.
- Maintains related records including entering data into the computerized database.
- Responds to citizens' requests for information including directions, regulations, ordinances and resources for information.

- Obtains warrants and serves warrants as dictated by need and the situation.
- Maintains high visibility while on patrol; takes actions or mediates disputes as necessary to prevent crime.
- Operates and assists in maintaining department equipment and vehicles.
- Responds to emergency calls at the County Jail.
- Maintains crowd control at special events and disaster scenes.
- Locates, removes and transports stray animals; feeds and waters animals and maintains the pound.
- Removes hazards in roadways and on sidewalks and places barricades as needed.
- Reviews daily reports made by other officers to determine activity in the community and potential problems; conference on shift changes.
- Acts as spotter in severe weather and assists in maintaining control and safety as required.
- Performs background investigations for various government and local programs.
- May assist in training new officers.
- Speaks at schools on bicycle safety and other public relations or crime prevention activities.
- Notifies citizens of death or accident of a relative.
- Performs paper service delivery including but not limited to trespass notices, subpoenas, and various other forms for operations of the Olivia Police Department and City of Olivia.
- Records and controls evidence as required for case management.
- Tests and/or submits evidence to a forensic laboratory as required.
- Researches and compares new equipment for departmental use; obtains quotes and orders equipment.
- Maintains professional knowledge and attends training, education and meetings.
- Performs related duties as assigned or apparent.

REQUIRED SKILLS / ABILITIES:

- Knowledge of law enforcement procedures and techniques including operation of police vehicles, radios, radars and related equipment.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Knowledge of department policies and procedures.
- Knowledge of civil and criminal court proceedings.
- Knowledge of modern law enforcement methods and procedures including rules of evidence, forensic interviewing, investigative techniques, report writing and documentation.
- Working knowledge of City layout including important buildings and the street system.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any conditions.
- Considerable ability to analyze situations and determine appropriate action.
- Considerable ability to respond quickly and appropriately to crisis and emergency situations.
- Considerable ability to cope with family situations firmly, courteously, and with respect for citizens' rights.
- Considerable ability to apply laws to specific incidents.
- Considerable ability to communicate effectively with others and maintain strict confidentiality.
- Ability to work independently, without direct supervision.
- Ability to read and follow department policies and to read police reports and a computer screen.
- Working ability to prepare accurate and thorough reports and to enter data and use computer word processing programs.

- Ability to maintain certification as a First Responder.
- Ability to work extended hours as necessary and subject to call-out 24/7.
- Considerable ability to deal courteously with the public, de-escalate situations and represent the city in a positive and professional manner.
- Ability to manage complex work requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.
- Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives in matters requiring cooperation, explanation and persuasion.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to see, hear and remember people, evidence, facts, and circumstances at all times of the day and night requiring both color and night vision.
- Ability to stand or walk for long periods of time.
- Ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Ability to chase and subdue suspects or law violators as needed.
- Ability to work flexible hours, weekends and holidays, be on call and respond to calls during non-work hours.
- Ability to lift and carry or drag evidence or people from floor to waist weighing up to 100 pounds.
- Ability to work with or around irritants, fumes, infectious disease and hazardous chemicals at an accident or fire scene involving vehicles or chemical plants.
- Ability to pull, push, twist and turn as needed in apprehending suspects or assisting at an accident scene.
- Ability to tolerate exposure to hot, cold or wet weather and exposure to hostile, aggressive or assaultive behavior by members of the public.
- Ability to work around periodic loud noises caused by gunfire or sirens.

MINIMUM QUALIFICATIONS:

- Associate degree in law enforcement or equivalent
- First Responder certification
- Minnesota Class D driver's license
- Licensed, or eligible to be licensed, as a Peace Officer in the State of Minnesota
- Must acquire all certifications and licensures required by Minnesota Post Board in a timely manner.

NON-DISCRIMINATION STATEMENT

The City of Olivia will not discriminate against any employee or applicant for employment because of any legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)



1009 W. Lincoln Ave
Olivia, MN 56216

An Equal Opportunity Employer

Position Applied For:			Date of Application
Available to Work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work			
When would you be available?			
Last Name	First Name	Middle Name	Other Names Used:
Home Phone: (____) _____		Are you a United States citizen or legally eligible to work in the U.S.? -- Yes _____ No (If hired, you will be required to provide documentation that you are eligible to work in the U.S.)	
Work Phone: (____) _____			
Email Address: _____			
Address:			
Are you of legal age to work? Yes No (If yes verification will be required)			
Are you currently employed? Yes No			
May we contact your present employer? Yes No			

Education	School Name, City and State		Major Area of Study
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No GED <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Degree Completed: <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> No degree _____ (# of years completed or credits earned)	
Technical or Certificate Programs		Indicate type of certificate earned.	
Summarize special skills/training not listed above:			

Current Employment Information		
Employer:	Dates Employed: From _____ To _____	Job Title
Address:		
Telephone:	Job Duties	
Reason for Leaving:		

Previous Employment Information		
Employer:	Dates Employed: From _____ To _____	Job Title
Address:		
Telephone:	Job Duties	
Reason for Leaving:		

Previous Employment Information		
Employer:	Dates Employed: From _____ To _____	Job Title
Address:		
Telephone:	Job Duties	
Reason for Leaving:		

List professional registrations, memberships, licenses and/or certificates related to the position you are applying for

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REFERENCES: Please list three persons, who are not related to you, who can provide professional references.

Name	Address	Phone#	Relationship/Occupation	Years Known

I Claim for Veteran's Preference

Complete this section ONLY if you are a veteran AND claiming veteran's preference. If you do not meet the eligibility requirements outlined below, do not complete this section. To use the preference you must complete this section AND supply a copy of your discharge papers (DD214 Form).

A veteran, for purposes of offering a preference, is a citizen of the United States or a resident alien separated under honorable conditions from any branch of the U.S. armed forces:

- After having served on active duty for 181 consecutive days; or
- By reason of disability incurred while serving on active duty; or
- Who has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a; or
- Who has active military service certified under 38 U.S.C.A. Section 106, Part I, Chapter 1.

Active Duty Information:

Have you (or your disabled spouse) served on active duty without interruption for 181 days or more? Yes No

Type of separation: Honorable Honorable release from active duty and transfer to reserves Medical Other

For Disabled Veterans:

Permanent Yes No Percent of Disability _____ %

For Spouses of Deceased Veterans:

Have you remarried? Yes No

Affidavit:

I hereby claim veteran's preference for this position and certify that all of the information given is true, complete, and correct to the best of my knowledge.

I hereby authorized the Veteran's Administration to release information necessary to process this application to the City of Olivia

Signature

Date

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by the City of Olivia that such employment with the City is at will, for no specified duration and may be terminated by either the City or myself at any time, with or without cause. I understand that none of the documents, policies, procedures, actions, statements of the City of Olivia or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Olivia. In consideration for employment with the City of Olivia, if employed, I agree to conform to the rules, regulations, policies and procedures of the City at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Olivia, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Olivia and/or its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature _____

Date _____

THE CITY OF OLIVIA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen Don't Provide It

Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application
Home/Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.



Position: Patrol Officer

Location: City of Olivia, Minnesota

Population: 2,440

Wage Range: \$26.41 to \$35.21 / hr.



Olivia, the Corn Capital of the World, is a rural community of 2,440 friendly people. Olivia sits in the heart of the richest agricultural county in Minnesota and is a world leader in agricultural innovation. The City of Olivia is the county seat of Renville County and was officially incorporated in 1881.



Olivia received its name from Milwaukee Railroad Civil Engineer Albert B. Rogers. The first station agent to be placed in Ortonville, Minnesota, was a woman named Olive. She was a friend of Chief Engineer Rogers, and it was for her that this community was named.

Olivia is located approximately 90 miles from the Twin Cities on U.S. Highway 212 which is part of the original Yellowstone Trail that provided travelers with an early roadway to the the famous park.

The City of Olivia is a friendly community that supports police and fire personnel, has well-maintained housing stock, numerous parks, growing commercial and industrial businesses, and a great rural quality of life.

Educational Opportunities



BOLD Public Schools provides public education to the students of Olivia as well as the surrounding communities. BOLD is comprised of a preschool, an elementary school, and a high school. All students attend classes at the Olivia facility.

BOLD Elementary serves over 345 students in grades K-6. Bold High School on the same campus, and provides education to over 330 students in grades 7-12. Open enrollment options are also available for other area schools if their offerings are found to be better suited for individual students and their families.

Though there are no private schools located in Olivia, the nearby city of Bird Island is home to St. Mary's School which is under 5 miles away from Olivia. This K-8 school provides Catholic education to approximately 120 students. Other private schools are located in the broader area.

Various higher education opportunities also are available throughout the region.

Healthcare

Olivia Hospital & Clinic (OHC) is a medical center dedicated to providing quality patient care with a passion for clinical excellence, patient safety, and a commitment to assure the very best health care for those we serve. OHC is changing the face of rural healthcare; striving to build a healthier today and tomorrow for the communities we are proud to call home. Our focus is not only to get patients healthy, but also to keep our community well.

On May 1, 2020, Olivia Hospital & Clinic, formerly RC Hospital & Clinics, officially joined HealthPartners. Olivia Hospital & Clinic, which includes clinics in Hector and Renville, will remain a distinct, locally governed entity as part of HealthPartners. Through the affiliation, Olivia Hospital & Clinic patients and communities will have better access to more care options and services. HealthPartners is the largest consumer-governed, non-profit health care organization in the nation with a mission to improve health and well-being in partnership with members, patients and the community.

Today Olivia Hospital & Clinic is made up of outpatient clinics located in Olivia, Hector and Renville; a 16-bed critical access hospital in Olivia; and employs over 170 individuals in our area.



Recreational Activities

The City is home to eleven parks, a 9-hole golf course, an indoor swimming pool, baseball, soccer, and softball fields, tennis courts, disc golf, outdoor archery range, walking paths and trails, a historic courthouse, a municipal airport, and a beautiful public library. At Memorial Park, you can visit the large Olivia Corn Monument which has stood since 1973 as a symbol of the City's strong connection to corn (and other agricultural products) research efforts that have and continue to take place in Olivia. Over 90% of all the world's edible corn grown today has at least some genetic connection to plant variety research and development done in Olivia.



The last full week of July is when the annual Corn Capital Days festival takes place which includes all the normal hometown trappings of street vendors, parades, street dance, numerous special events for kids and adults, airport fly in, collectible vehicle displays, etc. It culminates with a free, all-you-can-eat sweet corn feed on Saturday.

In downtown Olivia, you can find unique gifts, furniture, and a variety of different foods, and a number of shops and storefronts. Nearby, you can find Renville County Parks that offer hiking, camping, hunting, and fishing on the Minnesota River. Regional cities such as Willmar, Hutchinson, and Redwood Falls are just minutes away by car.

The Organization

The City of Olivia provides a family atmosphere throughout the organization. Olivia is fortunate to be governed by an excellent City Council consisting of a Mayor and four Council members. The City currently has 20 full-time, several part-time, and a few seasonal employees.

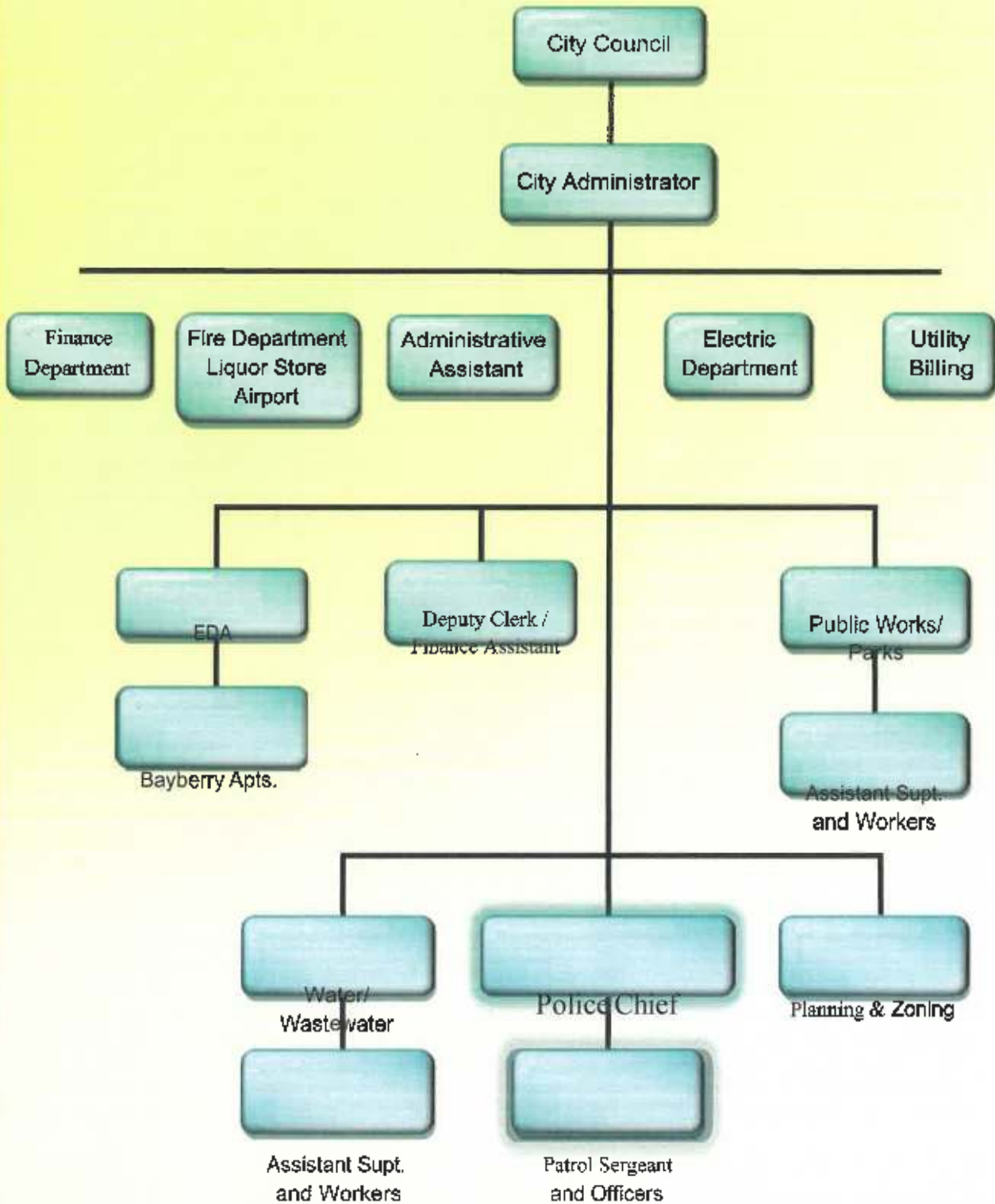
The City owns and operates water, waste water, public works, and electric utilities. They also own and maintain



the Olivia Regional Airport that boasts a 3,500 foot asphalt runway. Olivia has a fire and rescue department staffed by 25 volunteer Firefighters as well as a technical rescue team (TRT) which is made up of fire department personnel from several area communities which provides specialty rescue services for the area. The Olivia Ambulance Service is a private, non-profit organization with trained EMT staff.

Police protection in the City of Olivia is provided by 4 full-time Officers, 10 part-time Officers, and 1 full-time Chief. The department enjoys strong community support for its officers.

Organizational Structure



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