

\*Indicates required info

City of Minneapolis Human Resources Department  
 250 South 4th Street, Room 100  
 Minneapolis, MN 55415-1339

Filed By CM  
 Date 10-20-14

## Employee Job Change Form

<b>*Employee ID Number:</b>	005775	<b>*Employee Name:</b>	Kyle Pond
<b>*Effective date of Action:</b>	08/05/14	<b>*Action/Reasons:</b>	Promotion Central HR Staffing Process
<b>*Are these changes permanent?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	
<b>*Is this a Detail?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>*Is this a Concurrent Job?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>*Dept Code:</b>	Police Department - 4000000	<b>Location Code:</b>	C4000
		<b>Company Code:</b>	MPL (City and MBC)

<b>*Job Code/Job Title:</b>	08170C Police Officer-C
<b>Position Number (if applicable):</b>	00000742 <u>913</u>

REGULAR/TEMPORARY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS	CLASSIFIED INDICATOR
Certified	Classified (City)
<b>PAY GROUP (if Detail use positive pay group for all records):</b>	<b>STANDARD HOURS PER WEEK (use 0 for details or intermittent):</b>
PDE Police Dept Exception Employee	

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	1	1	1	15.64	26.2

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4004320			
	REG					
	REG					

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input checked="" type="checkbox"/> 12 months	<input type="checkbox"/> Other	<-----after becoming	sworn

Union Code	New Union Code	Officer Code	FICA Status	Medicare Only	Subject
CAF	CPO	<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	<input type="checkbox"/> Exempt	<input type="checkbox"/>	<input type="checkbox"/>

**Requires SEI (Statement of Economic Interest)**  No  Yes

<b>*Submitted By (type or print name below)</b>	<b>*Date - enter below</b>
Heather Rende	08/06/14
<b>*Approved By (Signature of authorized department representative below)</b>	<b>*Date - enter below</b>
<i>[Signature]</i>	8/6/14
<b>*If Transfer (Signature of accepting department representative below)</b>	<b>*Date - enter below</b>
<b>*If Transfer or Voluntary Demotion (Employee Signature below)</b>	<b>*Date - enter below</b>
<b>*Entered into HRIS by (HRIS Representative Signature below)</b>	<b>*Date - enter below</b>
<i>[Signature]</i>	8/15/14

Filed By CM  
Date 1-15-14

## Electronic Communication Policy Employee Acknowledgement

I have received an electronic or paper copy of,  
or reviewed the CityTalk version of  
the revised City's Electronic Communication Policy  
approved by the Council on September 2, 2005  
and effective September 10, 2005.

I understand that I am accountable for knowing and abiding by the Electronic Communication Policy and that I will be held accountable for abiding by this policy and its procedures. I understand how to access the online version of the Electronic Communication Policy in the CityTalk Policy Library.\*  
*(\*If you do not understand how to access the online Policy Library, see your immediate supervisor for training until you are able to successfully access the Library.)*

I understand that this receipt is filed with my personnel records

Signature  Kyle Pond 005775

Date 01/06/2014



### Rank History

Close

Rank History for: Kyle Pond  
Employee ID Number: 005775

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Police Officer	8/5/2014		0	8/5/2014	2014		
Edit	Delete	Community Service Officer	1/6/2014	5/4/2014	0	1/6/2014	2014		

**13.43**

Unit Assignment History

Close

Add Historical Assignment

Assignment(s) for: Kyle Pond  
Employee ID Number: 005775

Edit	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change
	Delete	CSO Program	Primary	1/6/2014	8/4/2014	
		Pct 5	Temporary	11/30/2014	1/10/2015	
		Pct 5 13.43	Temporary	1/11/2015	2/7/2015	
	Delete	Academy	Primary	8/5/2014	7/4/2015	
		Pct 4	Temporary	2/8/2015	7/4/2015	
			Temporary	1/26/2018	2/4/2018	
		Pct 2	Primary	7/5/2015	3/3/2018	
Edit		Pct 4 13.43	Primary	3/4/2018		



**ELECTRONIC VERSION OF THE MPD  
POLICY & PROCEDURE MANUAL**


Filed By CM  
Date 1-15-14

I understand that I am accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Police Department Policy and Procedure Manual and that I will be held accountable for abiding by the policies and procedures contained therein.

I have read the instructions and understand how to access the online electronic version of the Minneapolis Police Department Policy and Procedure Manual.

*\*\*If you do not understand how to access the online manual, see your immediate supervisor for training until you are able to successfully access the online manual.\*\**

NAME: Kyle A. Pond  
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: 005775

DATE: 01-06-2014

**SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY**

Hired

MHR 4-24 / 5/2/13  
OK OK

City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C  
APPLICANT: Kyle Pond

JOB OPENING ID: 21157  
RECRUITER: Heather Rende

JOB OPENING DATA

Job Opening ID: 21157  
Job Opening Status: 010 Open  
Position Number:  
Job Code: 02350C Community Service Officer-C  
Department: 4000000 POLICE DEPARTMENT  
Location: C4000 Police  
Hiring Manager:

Filed By cm  
Date 1-15-14

APPLICANT DATA

Applicant ID: 107684  
Applicant JO Status: External Applicant  
Check Further Status: No  
Preferred Contact: Phone

Address:

Phone Number (s):  
Email Address (es):

13.43 - Personnel Data

Nepotism Declaration:  
Comments:

13.43 - Personnel Data

RECRUITMENT DATA

Disposition Status: 020 Applied / 100 - Online Application  
Referral Source:  
Referral SubSource:  
Referral Details:  
Total Screening Points:  
Application Date: 04/23/2013

13.43 - Personnel Data

APPLICATION DATA

Previous City Employment: No  
Can Contact Current Employer:

13.43

Employer: Kwik Trip  
Job Title: Guest Service Co Worker  
Address: 15065 Dodd Boulevard  
Apple Valley, MN 55124 USA  
Phone: 9523224933  
Start Date: 11/15/2010 End Date: Years of Experience: 2.4

Reason for Leaving: 13.43 - Personnel Data

Comments:  
Still Employed 2013

City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C  
APPLICANT: Kyle Pond

JOB OPENING ID:21157  
RECRUITER: Heather Rende

Job Duties:

Provide excellent customer service which includes always smiling and displaying a friendly demeanor at all times; suggestive sell and inform customers of our product offerings; count and handle cash accurately; operate a register, lotto lottery machine, fountain soda, coffee, and other machines in the store. Order supplies, closing store at midnight.

**Employer:** House of Coats  
**Job Title:** Kitchen Staff  
**Address:** 16300 Clayton Avenue East  
Rosemount, MN 55068 USA  
**Phone:** 6512486323  
**Start Date:**09/18/2007 **End Date:**04/15/2008 **Years of Experience:** 0.6

**Reason for Leaving:** 13.43 - Personnel Data  
**Comments:**

13.43 - Personnel Data

**Job Duties:**  
Dishwasher, clean off tables and fill salad bar.

Education

Highest Education Level: D-Some College

**Degree:** Other  
**Graduated:** No  
**Graduation Date:**  
**Major:** Law Enforcement  
**School:** Inver Hills Community College  
**Average Grade:** 13.43

Training

**School:** Rosemount High School  
**Course:** EMS (7784-1)  
**Start Date:** 13.43 - Personnel Data  
**End Date:**

**School:** Rosemount High School  
**Course:** Law Enforcement (7785-2)  
**Start Date:** 13.43 - Personnel Data  
**End Date:**

**School:** Rosemount High School  
**Course:** Fire Fighting (7786-1)  
**Start Date:** 13.43 - Personnel Data  
**End Date:**



City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C  
APPLICANT: Kyle Pond

JOB OPENING ID: 21157  
RECRUITER: Heather Rende

Licenses/Certificates

License/Cert:  
License #:  
Issued By:  
Issued In State:  
Date Issued:  
Expiration Date:  
License Verified:

13.43 - Personnel Data

Languages

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
English	High	High	High

Online Questionnaire

Question: 1) The CSO program is designed to help students get a 2-year law enforcement degree. Upon successful completion of the program, CSOs are expected to promote to Police Officer and make a 2-year commitment with MPD as an Officer. Do you understand this?

Answer - Correct  
Yes

Question: 2) A CSO that is hired by the Minneapolis Police Department will work a minimum of 20 hours per week and consider this job their primary employment responsibility. Do you understand this?

Answer - Correct  
Yes

Question: 3) During your time in the CSO program, you will be put through a rigorous physical fitness program and be expected to reach and maintain certain fitness goals in order to become a Police Officer. Do you understand this?

Answer - Correct  
Yes

Question: 4) Will you be at least 18 years of age by January 1, 2014?

13.43 - Personnel Data

Question: 5) Do you have a valid drivers license?

13.43 - Personnel Data

Question: 6) Are you fluent in a language other than English?

Answer - Correct  
No

City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C  
APPLICANT: Kyle Pond

JOB OPENING ID:21157  
RECRUITER: Heather Rende

Question: 7) Are you willing and able to work day hours, Monday through Friday?

13.43 - Personnel Data

Question: 8) Will you have a High School diploma or equivalent by January 1, 2014?

13.43 - Personnel Data

Question: 9) Have you completed 15 credits at an accredited college university or completed an assessment placement test (Accuplacer)?

13.43 - Personnel Data

Question: 10) Do you have a GPA of 2.0 (C) or better?

13.43 - Personnel Data

Question: 11) Have you applied with MPD in the past 3 years and been disqualified during the Background process?

13.43 - Personnel Data

Question: 12) This position requires a Minneapolis Police Department background check, which disqualifies individuals who have been convicted of a felony crime. Will you be able to pass this background check?

13.43 - Personnel Data

Resume Text:

The applicant did not provide resume information.

References

Name:  
Ref Type:  
Title:  
Employer:

Name:  
Ref Type:  
Title:  
Employer:

13.43 - Personnel Data

**Nepotism Acknowledgement Form**

Filed By CM  
Date 1-15-14


You are required to complete and return this form to Human Resources.

By my signature, I acknowledge receipt of the nepotism provision of the City's Ethics Code, Chapter 15, *Ethics in Government*. I further acknowledge that I can access and review the Ethics Code in its entirety via CityTalk at <http://citytalk/policies/policies-council-code-of-ethics.pdf>.

Print Name: Kyle A. Pond

Job Title: CSO

Department/Division: Police

Signature: 

Date: 01/06/2014

Completed Acknowledgement forms should be sent to:  
The Department of Human Resources, PSC Room 100



\*Indicates required info

City of Minneapolis Human Resources Department  
 250 South 4th Street, Room 100  
 Minneapolis, MN 55415-1339

Filed By: [Signature]  
 Date: 8/2/16

## Employee Job Change Form

*Employee ID Number:	005775	*Employee Name:	Pond, Kyle Arvid
*Effective date of Action:	07/24/16	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Dept Code:	POLICE DEPARTMENT - 4000000	Location Code:	C4000
		Company Code:	MPL (City and MBC)
*Job Code/Job Title:	08170C Police Officer-C		

Position Number (if applicable): 00000973

REGULAR/TEMPORARY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS	CLASSIFIED INDICATOR
Certified	Classified (City)
PAY GROUP (if Detail use positive pay group for all records):	STANDARD HOURS PER WEEK (use 0 for details or intermittent):
PDP Police Dept Positive Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	2	3	28.318	29.734

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4002200	-	-	-
	REG			-	-	-
	REG			Promoted 08/05/2014		

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code	FICA Status
		<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	<input type="checkbox"/> Exempt <input type="checkbox"/> Medicare Only <input type="checkbox"/> Subject

Requires SEI (Statement of Economic Interest)  No  Yes

*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
*If Transfer (Signature of accepting department representative below)	*Date - enter below
*If Transfer or Voluntary Demotion (Employee Signature below)	*Date - enter below
*Entered into HRIS by (HRIS Representative Signature below)	*Date - enter below



\*Indicates required info

City of Minneapolis Human Resources Department  
250 South 4th Street, Room 100  
Minneapolis, MN 55415-1339

FILED BY M R SEP 27 2017

### Employee Job Change Form

*Employee ID Number:	005775	*Employee Name:	Kyle Pond
*Effective date of Action:	07/23/17	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date: Ann Date 8/5/201x	
*Is this a Detail?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Dept Code:	POLICE DEPARTMENT - 4000000	Location Code:	
		Company Code:	

\*Job Code/Job Title: 08170C Police Officer-C

Position Number (if applicable):

REGULAR/TEMPORARY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (enter hours per week): <input type="checkbox"/> Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS	CLASSIFIED INDICATOR
Certified	Classified (City)

PAY GROUP (if Detail use positive pay group for all records):	STANDARD HOURS PER WEEK (use 0 for details or Intermittent):
PDP Police Dept Positive Employee	40

Salary Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	3	4	32.672	34.306

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
	REG					
	REG					
	REG					

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code	FICA Status
		<input type="checkbox"/> Non-Sworn <input type="checkbox"/> Sworn	<input type="checkbox"/> Exempt <input type="checkbox"/> Medicare Only <input type="checkbox"/> Subject

Requires SEI (Statement of Economic Interest)  No  Yes

*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
*If Transfer (Signature of accepting department representative below)	*Date - enter below
*If Transfer or Voluntary Demotion (Employee Signature below)	*Date - enter below
*Entered into HRIS by (HRIS Representative Signature below)	*Date - enter below





**Minneapolis**  
City of Lakes

**Police Department**

Janeé L. Harteau  
Chief of Police

350 South 5th Street - Room 130  
Minneapolis MN 55415-1389

612 673-2735

TTY 612 673-2157

August 1, 2014

Kyle Pond

13.43 - Personnel Data

Dear Kyle,

Congratulations! I am pleased to extend a final job offer to you, for the position of Police Recruit with the Minneapolis Police Department. You have passed all of the requirements necessary for entrance into our Police Recruit Academy.

**Salary:** You will begin at Step 1 on our salary schedule, which is \$26.20 per hour. There are six steps in our salary schedule with step increases occurring annually on your employment anniversary, assuming a satisfactory performance review.

**Probation:** Your probationary period will end upon having served 12 months of Sworn Police Officer service with MPD. The primary objectives of the probationary period are training and evaluation of your job performance. You shall also receive informal review and feedback of your performance.

**Vacation:** Vacation time will be determined on the basis of continuous years of service. You are eligible for (12) days of vacation your first year. Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation 6 months after you become full time.

**Sick Leave:** Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave immediately upon becoming fulltime.

**Union:** Your job classification is represented by the **Police Officers Federation**. Their main number is 612-788-8484. You can review your contract at [www.minneapolismn.gov/hr/laboragreements](http://www.minneapolismn.gov/hr/laboragreements).

**Healthcare:** Your current benefit elections will continue. Please visit [www.ci.minneapolis.mn.us/benefits](http://www.ci.minneapolis.mn.us/benefits) for more detailed plan information. You may also contact our Benefit Division at 612-673-3333 for assistance with your benefit questions.

**Orientation:** **Tuesday, August 5, 2014** - Please report to Classroom #1 at the MPD Strategic Operations Center located at 4119 DuPont Avenue North, Minneapolis, no later than **0800 hours**. Come dressed in business attire and bring your PT gear. Your first Academy PT test will be given that afternoon. Please also bring a notebook and writing utensils.

**Academy:** The Police Recruit Academy is sixteen full weeks of training. Except for the first day, your hours during the Recruit Academy will be Monday through Friday from 0730 – 1600 hours.



Filed By CM  
Date 10-20-14



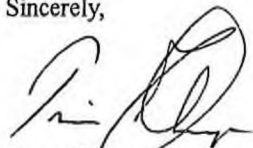
**Uniforms and Equipment:** See enclosed equipment document.

**Contacts:** If you have questions or concerns, feel free to call either of the following:

- Sergeant Steve Bantle (612) 673-3818
- Heather Rende, Human Resources Associate Consultant (612) 673-3476

We look forward to seeing you on your first day with the Minneapolis Police Department.

Sincerely,



Travis Glampe  
Deputy Chief  
Office of Professional Standards  
Minneapolis Police Department

Enclosure: Required Equipment for Minneapolis Police Recruits

Cc: Employee Personnel file  
Department HRIS Administrator

## **REQUIRED EQUIPMENT FOR MINNEAPOLIS POLICE RECRUITS**

All officers are required to supply the following equipment at their own expense. It should be noted that new officers are entitled to a uniform allowance and will need their receipts for reimbursement. New Officers will receive the maximum of three years' worth of the current allowance (current allowance \$937.96 x 3 = \$2,813.88) as soon as receipts for the items purchased are submitted, along with the completion of a reimbursement form. New officers must also sign an agreement to pay the Police Department back on a pro-rated basis for equipment if they leave prior to completing 36 months of service.

### **Firearm**

Recruits can choose from the following:

#### **Smith and Wesson**

- M&P MP9 9mm With Night Sights
- M&P MP45 45cal With Night Sights

\*Recruits must also purchase a Barrel Safety Indicator with their weapon.

Duty Weapons may not be purchased prior to completing the MPD Range Masters Fit-Test. Your Fit-Test is scheduled for \_\_\_\_\_. A firearm purchase letter will be issued upon completion of the Fit-Test.

### **Required Equipment**

- Leather Duty Belt and Under Belt. (All leather gear must be black basket weave)
- Two sets of Handcuffs (Smith & Wesson or Peerless)
- Handcuff Case(s)
- Flashlight and Holder (a full size flashlight is required)
- Impact Weapon and Holder (ASP Baton)
- 1 Riot Baton Holder and 1 rubber Baton Grommet
- 1 Mace Holder for 4 oz. container
- 1 Safariland ALS Duty Holster 6360 or 6360 for handgun light
- 1 Safariland ALS Off Duty Holster 6378
- Weapon Mounted Light (Optional) Streamlight TLR-1 HL or Surefire X300 Ultra LED
- Handgun Cleaning Kit
- 3 Firearm Magazines (4<sup>th</sup> magazine is recommended but optional)
- 1 Double Magazine Holder with flap covers secured with snaps
- 1 Radio Holder
- 4 Belt Keepers
- 1 Rain Coat
- 1 Eight Point Hat
- 1 Winter Jacket
- 1 Light Jacket (optional)
- 2 Nametags: Engraved gold metal with inked print. First initial and last name
- 2 Long Sleeve Uniform Shirts (Flying Cross ONLY)
- 2 Short Sleeve Uniform Shirts (Flying Cross ONLY)

### **Required Equipment (Continued)**



**Community Service Officer Education Plan Policy**  
**Minneapolis Police Department**

Filed By CM  
Date 1-15-14

**Purpose**

The purpose of the Minneapolis Police Education Plan is to provide tuition assistance to those individuals who have been hired by the MPD as a Community Service Officer (CSO) and: 1) are enrolled in the Law Enforcement Program at a program approved by the Minneapolis Police Department (MPD); or 2) have graduated with a 2-year or higher degree from a Law Enforcement Program approved by the MPD.

**Program**

The program must be an accredited program that prepares you to become POST-license eligible. The program must consist of generals, theories, and Integrated Practicum (Skills).

**Eligibility**

All CSOs who are not POST eligible and are currently enrolled and/or will enroll within three months of hire.

**Covered Expenses**

The City agrees to lend up to \$12,000.00 to cover the costs of tuition, text books and parking – if applicable. Any remaining costs will be the responsibility of the CSO. The City will not pay for courses that a student needs to retake in order to graduate or to obtain a grade of C or higher.

**Requirements**

- Coursework must be completed with a minimum grade of C and with a minimum combined GPA of 2.50 on a 4.0-point scale in the overall program.
- Grade audits will be conducted on a regular and unannounced basis.
- Students must submit proof of grades to the MPD at the end of each class session.
- Should a CSO not meet the minimum grade expectations – the student will be placed on an academic review.\*
- CSO must maintain full semester credits (this may vary for summer session). If for some unforeseeable circumstances, i.e., personal/family illness, etc., the CSO must drop or can no longer enroll in the class—notification must be made to CSO Supervisor or Coordinator prior to withdrawal.
- Must graduate from the program within three (3) years of hire.
- Agree to the terms of the Loan Agreement.

\*Academic review includes but is not limited to CSO Supervisor or Coordinator conducting a thorough investigation into the reason for not meeting expectations. Academic review findings may result in not passing probation or disciplinary action up to and including termination of employment.

**Procedure for Payment/Reimbursement**

The following must be submitted to the Training Development Supervisor:

The CSO will provide proof of enrollment and will obtain and complete the Third Party Billing Agreement form between the MPD and the educational institution. Should the CSO transfer institutions, it is the CSO's responsibility to provide notification and obtain and complete the Third Party Billing Agreement between the MPD and the new educational institution.

For the City to process the CSO's reimbursement request, the CSO must provide proof of purchase. Reimbursement will not be issued again for lost or stolen items.

**Acknowledgment**

I have read and understand the requirements of the CSO Education Plan Policy.

Kyle A. Pond  
Community Service Officer's printed name

01/06/2014  
Date

[Signature]  
Community Service Officer's signature

[Signature]  
Minneapolis Police Department Representative

1-6-2014  
Date

Cc: CSO Supervisor  
Personnel File



\*Indicates required info

City of Minneapolis Human Resources Department  
250 South 4th Street, Room 100  
Minneapolis, MN 55415-1339

Filed By cm  
Date 2-19-14

### Employee Job Change Form

*Employee ID Number:	005775	*Employee Name:	Kyle Pond
*Effective date of Action:	01/06/14	*Action/Reasons:	Data Change Full/Part/Intermittent Time Ch
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Dept Code:	Police Department - 4000000	*Location Code:	02350c
		*Company Code:	MPL (City and MBC)

\*Job Code/Job Title: 02350C Community Service Officer-C

Position Number (if applicable): 00001159

REGULAR/TEMPORAY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS	CLASSIFIED INDICATOR

PAY GROUP (if Detail use postive pay group for all records):	STANDARD HOURS PER WEEK (use 0 for details or intermittent):
	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4004320			
	REG					
	REG					

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code		FICA Status		
		<input type="checkbox"/> Non-Sworn	<input type="checkbox"/> Sworn	<input type="checkbox"/> Exempt	<input type="checkbox"/> Medicare Only	<input type="checkbox"/> Subject

Requires SEI (Statement of Economic Interest)  No  Yes

*Submitted By (type or print name below)	*Date - enter below
Heather Rende	02/07/14
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>Heather Rende</i>	2/10/14
*If Transfer (Signature of accepting department representative below)	*Date - enter below
<i>Kyle Pond</i>	
*If Transfer or Voluntary Demotion (Employee Signature below)	*Date - enter below
*Entered into HRIS by (HRIS Representative Signature below)	*Date - enter below
<i>USA Brown</i>	2/18/2014



Filed By CM  
Date 3-24-14

**ACKNOWLEDGMENT**

**OF**

**Special Order S13-047**

**Regarding Non-Public Data**

By signing this Acknowledgment\* I certify that I have read Special Order S13-047 and reviewed the specific Policy and Procedures listed in the Order. I further acknowledge that I am required to protect data in accordance with state and federal law and MPD policy and that the failure to do so may subject me to criminal charges as well as discipline, up to and including discharge.

This Acknowledgment supplements my receipt of the electronic version of the MPD Policy and Procedure Manual.

EMPLOYEE NAME: POND, Kyle A.  
(please print)

EMPLOYEE SIGNATURE [Signature] Date: 03/03/14

BADGE/IDENTIFICATION NUMBER: 5775

SUPERVISOR'S NAME AND SIGNATURE: [Signature] Date: 3-3-14

Employees must sign in front of their supervisors. Supervisors must collect the signed forms and deliver them to their respective Inspector, Commander or Director.

\* Returning a signed acknowledgment form to your supervisor is mandatory.



POLICE COMMUNITY SERVICE OFFICER (CSO) LOAN AGREEMENT

Filed By AM  
1-15-14

THIS AGREEMENT, entered into this 01 day of 06, 2014, by and between the City of Minneapolis (hereinafter called the "City") and Kyle A. Pond (hereinafter called Community Service Officer (CSO)).

WHEREAS, the City is in need of Police Officer Standards and Training (POST) Board certified people to become police officers in the City of Minneapolis Police Department;

WHEREAS, the City is willing to assist people to become POST Board certified and to become police officers in the Minneapolis Police Department by assisting them in developing skills to become police officers, while they are performing CSO duties and providing education and training to interested and qualified candidates; and

WHEREAS, the City is willing to provide tuition to candidates for CSO for the costs of the education and training if the candidates, after being hired as Minneapolis CSO remain with the City for the duration of the CSO program and work as police officers for an additional two years after becoming a Police Officer;

NOW, THEREFORE, the City and the undersigned do mutually agree as follows:

1. The fair and reasonable cost and market value of the tuition portion of the POST training education and training program is \$12,000.00.
2. The City agrees to lend up to \$12,000.00 to the CSO to cover the costs of tuition. The CSO agrees to borrow up to \$12,000.00 from the City to pay for the costs of tuition.
3. For every month of full time service as a Minneapolis police officer that the employee works, the \$12,000.00 loan shall be reduced by \$500.00. For CSOs requiring less than one year of POST training and education, the repayment loan shall reflect the actual tuition amount, but not lower than \$3,000. For CSOs hired with their 2-year law enforcement degree, a separate Loan Agreement is required. At the end of the two full years of service working as a Minneapolis Police Officer, the entire \$12,000.00 loan (or actual loan amount) shall be considered satisfied and paid in full. However, if the CSO voluntarily separates from the Minneapolis Police Department prior to working two full years as a police officer, the CSO shall immediately pay to the City the entire balance owing on the loan.
4. If the undersigned CSO does not return equipment, the cost of the equipment will be taken from the undersigned's last check and/or legal action taken against the undersigned.
5. Any CSO or police officer who is released from probation, involuntarily terminated or resigns in lieu of termination from the program or from employment may by the Minneapolis Police Department be excused from repayment of any outstanding loan balance.
6. CSO agrees that as soon as the Police Community Service Officer program has been completed the CSO will complete the testing process required for the position of police officer and advance to the position of police officer for the City at the next available opportunity. CSO agrees that CSO will continue with the City in the capacity of CSO from the completion of the CSO program until the CSO begins employment as a police officer recruit.

01/06, 2014  
Date

Kyle A. Pond  
Printed Name  
Applicant for Police Community Service Officer (CSO)

[Signature]  
Signature

CITY OF MINNEAPOLIS

[Signature]  
Pre-Service Training Lieutenant

[Signature]  
CSO Sergeant

September 22, 2015

Officer Kyle Pond  
2<sup>nd</sup> Precinct

Dear Officer Pond:

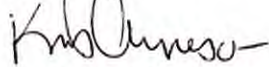
Subject: Codefor Acknowledgement

At a recent Codefor Meeting, Inspector Waite, recognized your initiative in identifying a passenger as a potential robbery suspect during a traffic stop. Through your knowledge of a current DIB bulletin, you completed a Field Contact report and forwarded it to the Robbery Unit.

Your pro-active identification is a great representation of our officers' service to the public.

Thank you for all your hard work. A copy of this recognition will be placed in your personnel file.

Sincerely,



Assistant Chief Kris Arneson







**Minneapolis**  
City of Lakes

**Police Department**

Janeé L. Harteau  
Chief of Police

350 South 5th Street - Room 130  
Minneapolis MN 55415-1389

612 673-2735  
TTY 612 673-2157

Filed By CM  
Date 1-15-14

**All MPD Personnel:**

**RE: Important Message Concerning Email**

This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at: [http://www.ci.minneapolis.mn.us/policies/policies\\_electronic-communications-policy](http://www.ci.minneapolis.mn.us/policies/policies_electronic-communications-policy). Electronic communications are public data and must reflect a positive, professional image of the City of Minneapolis.

The policy covers all electronic communications, including the City's email, and internal and external websites. Every person who was given or has gained access to the City's computer system is responsible for adhering to City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Anyone who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

Employees are prohibited from intentionally viewing, sending or disseminating inappropriate email materials, including harassing, threatening or obscene materials (any materials with ANY sexual connotation). You are encouraged to advise anyone who sends or disseminates such inappropriate materials to stop from doing so. If you view such materials or receive such materials from a City employee, vendor, volunteer or other agent of the City, report it to your immediate supervisor, the Human Resources Generalist, or the Minneapolis Police Department's Internal Affairs Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

Sincerely,

Chief of Police Janeé Harteau

Name Kyle A. Pond Employee Number DD5775  
(Print)

Signature Date 01/06/2014  
(Acknowledgment Receipt)





City of Minneapolis Human Resources Department  
 250 South 4th Street, Room 100  
 Minneapolis, MN 55415-1339

Filed By CM  
 Date 1-15-14

**HIRE FORM**

HIRE DATE (Start Date) 01/06/2014 Please read the Notice of Your Rights as a Subject of Data, which is either attached to or printed on the back of this form.

**PERSONAL INFORMATION** PATH: Workforce Administration/Personal Information/Biographical/Add a Person

First Name Kyle Middle Name Arvid Last Name POND

Date of Birth [Redacted] Gender [Redacted] Marital Status [Redacted] Social Security Number 13.355 - SSN

Apartment Number [Redacted] Street Address 13.43 - Personnel Data

City [Redacted] State [Redacted] Zip Code [Redacted] Phones (Include Area Code) [Redacted]

Race/Ethnic Group [Redacted] Veteran  No  Yes

**13.43 - Personnel Data** **13.43** **13.43 - Personnel Data**

**JOB INFORMATION** PATH: Organizational Relationships Tab/Add Job Data

Employee ID 005775 Is this a Permanent Hire?  Yes  No If temporary, indicate expected job end date: [Redacted] Position Number: 000045A

Department Code 4000000 Location Code C4000 Establishment ID MPL Job Code 023500 Job Title CSO 3496

Supervisor ID (if not using a position): [Redacted] Regular/Temporary/Seasonal Status  Regular (Permanent)  Temporary  Seasonal

Hours Status  Full Time  Part Time  Intermittent Office Code  Non-Sworn  Sworn (Fire & Police only)

Employment Class  Certified (Civil Service)  Uncertified Other  Outside Trades  Appointed  Charter Department Head  Elected  Ancillary Requires SEI (Statement of Economic Interest)  No  Yes

Standard Hours/Week 20 FICA Status **13.43** Union Code CAF Classified Indicator  Casual (Outside Trades)  Grant Employee  Permit  Political Appointment  Classified (City and Park)  Legislative Appointment  Temporary (Non-Permit)  Unclassified

Pay Group PDP Salary Plan CAF Salary Grade 030 Salary Step 01 Compensation Rate \$ 15.035

**JOB EARNINGS DISTRIBUTION**

Percent	Earn Code	Fund (5)	Department (7)	Task (8)	Project (15 or Less)	Combo Code (35 or Less)	Activity (15 or Less)
<u>100</u>	<u>REG</u>	<u>00100</u>	<u>4002000</u>				
	<u>REG</u>						
	<u>REG</u>						

Length of Probation (Remember to check the Labor Agreement or Civil Service Rules)  None  3 Month  6 Month  12 Month  Other

Tax Withholding (From W-4) Fed Status [Redacted] Fed Withholding [Redacted] State Status [Redacted] State Withholding Allowances [Redacted]

Approved by: [Signature] Date 1-7-14 Entered in HRIS By [Signature] Date 1/9/2014



Hire Form - Part 2 (Supplemental Information)

Employee ID or Social Security Number 005775	Employee Name Kyle, POND	Hire Date (Start Date) 01/06/2014
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MAILING ADDRESS (If different from home address (Optional))  
Panel: Workforce Administration/Personal Information/Modify a Person /Contact Information

Street Address	Apt #	City	State	Zip
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13.43 - Personnel Data

ADDITIONAL OR FORMER NAME (Optional)  
Panel: Workforce Administration/Personal Information/Biographical/Additional Names

13.43 - Personnel Data

EMERGENCY CONTACT - PRIMARY  
Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact

13.43 - Personnel Data

EMERGENCY CONTACT - ADDITIONAL (Optional)  
Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact

13.43 - Personnel Data

DRIVER'S LICENSE INFORMATION  
Panel: Workforce Administration/ Personal Information/ Biographical/Driver's License Data

13.43 - Personnel Data

Distribution: Original: Department Personnel File Copy: Employee

**MacDonald, Kimberlee S.**

Filed By CM  
Date 1-30-14

**From:** HRIS  
**Sent:** Monday, December 30, 2013 8:23 AM  
**To:** Nadimi, Jilla; jreichert@minneapolisparcs.org; Richardson, Francine; Williams, Cozetta D.; jprobuda@minneapolisparcs.org; **13.43 - Personnel Data** Prins, Alecia; Robinson, Arlene G; Saenger, Janice D.; Worley, Camille A; Johnson, Julie K; Gabbard, Jennifer J.; Teresa Chaika; Gallagher, Nora M.; trooney@mpispha.org; Charlton, Kelley M; Yuzna, Cheryl A.; Stachowski, Kathy J.; Brown, Jacob A; Wiysel, Hattie L.; Effinger, Leora; Kammerer, Dennis P.; Rucker, Melanie D; Bros, Ida M.; Smith, Jennifer A (Public Works); Flowers, Millicent L.; Hebner, Tina A.; Richart, Geri K.; Richardson, Linda M.; Frazier, Toni R.; Peterson, Char A.; Misencik, Dawn M.; Haines, Darla; Jones, Karen S.; Penn, Cherie A.; MacDonald, Kimberlee S.; Lahd, Diana L.; Scheller, Roxanne L.; Ghatt, Irene; Lajon, Janis M.; Paulsen, Mark L; Connors-Smith, Dani J.; Ruona, Anne; Brown, Judy; Caron, Karen A.; Duncan, Susan M.; Delaney, Erin; Lundberg, Sandy A.  
**Subject:** Invitation - A Hire request requires processing - Dept 4000000

A Hire request requires processing.

Applicant Name: Kyle Pond  
Former Worker: No  
Employee ID:  
Type of Hire: Hire  
Comments:

New Hire:

1. Verify 'Start' date
2. Review Comments section for any special notes
3. Verify data against 'Hire' form completed by the new employee and hiring manager

Transfer:

1. Verify 'Type of Hire'
2. Verify 'Start' date
3. Review Comments section for any special notes
4. Verify data against Employee Job Change Form
5. If this is a Demotion or Promotion, make sure you save the Job row before you change the Action/Reason codes

To process this request , visit:

[http://cmean315.ci.minneapolis.mn.us/psp/hris/EMPLOYEE/HRMS/c/ADMINISTER\\_WORKFORCE\\_\(GBL\).HR\\_MANAGE\\_HIRES.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.HC\\_WORKFORCE\\_ADMINISTRATION.CO\\_PERSONAL\\_INFORMATION.HC\\_ORG\\_RELATIONSHIP.HC\\_HR\\_MANAGE\\_HIRES&IsFolder=false&IgnoreParamTempl=FolderPathNoIsFolder](http://cmean315.ci.minneapolis.mn.us/psp/hris/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).HR_MANAGE_HIRES.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_WORKFORCE_ADMINISTRATION.CO_PERSONAL_INFORMATION.HC_ORG_RELATIONSHIP.HC_HR_MANAGE_HIRES&IsFolder=false&IgnoreParamTempl=FolderPathNoIsFolder)





Filed By	<u>ML</u>
Date	<u>6/20/17</u>

Police Department  
Janeé L. Harteau, Chief of Police  
350 S. Fifth St., Room 130  
Minneapolis, MN 55415  
TEL 612.673.3000  
[www.minneapolismn.gov](http://www.minneapolismn.gov)

April 2017

Officer Kyle Pond  
Second Precinct  
1911 Central Ave. NE  
Minneapolis, MN 55418

Officer Pond,

Congratulations for being selected as the April, Second Precinct Officer of the Month. I'm truly impressed by your dedication to performing your job in a manner which helps the department accomplish its goals of improving Public Safety, Public Trust and Employee Engagement & Morale.

Again, thank you for your efforts in representing the Minneapolis Police Department in such a positive way.

A copy of this letter will be placed in your personnel file.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janeé L. Harteau".

Janeé L. Harteau  
Chief of Police  
Minneapolis Police Department

JLH/drp

### Training Records

**Training History for:** Kyle Pond

**Employee Id:** 005775

**Total Continued Education Credits:** 318.0

**Total Instructor Credits:** 0.0

**Add** (Add training that are not associated with an existing Event/TimeSlot)

		Course	Start Date	End Date	Grade	Continued Education Credits	Instructor Credits	Make	Model	Serial #	Comment
Edit	Delete	2019 Annual In-Service Training Program, Phase III, September - December 2019	11/5/2019	11/5/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase III, September - December 2019	11/4/2019	11/4/2019	Not Applicable	7.00					
Edit	Delete	2019 40MM Operator Certification Course, June, Multiple Dates	6/6/2019	6/7/2019	Not Assigned	4.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase II, (Apr-Aug/Sep 25-26)	5/23/2019	5/23/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase II, (Apr-Aug/Sep 25-26)	5/22/2019	5/22/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase I, January - March 2019	2/12/2019	2/12/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase I, January - March 2019	2/11/2019	2/11/2019	Not Applicable	7.00					
Edit	Delete	2019 Semi-Automatic Handgun Qualification and Gas Mask Fit Testing, January - February 2019, Multipl	1/17/2019	1/17/2019	PASS	1.00					



Edit	Delete	2018 FTO Training Program November 12-16, 2018	11/12/2018	11/16/2018	Not Applicable	35.00					
Edit	Delete	2018 Annual In-Service Training Program, Multiple Dates	11/8/2018	11/8/2018	Not Applicable	7.00					
Edit	Delete	2018 Annual In-Service Training Program, Multiple Dates	11/7/2018	11/7/2018	Not Applicable	7.00					
Edit	Delete	2018 Shotgun and CIT Training Program, GROUP A, Multiple dates	9/26/2018	9/26/2018	Not Applicable	7.00					
Edit	Delete	2018 Procedural Justice and NARCAN Training Program, GROUP B, JULY - SEPTEMBER DATES	8/16/2018	8/16/2018	Not Assigned	7.00					
Edit	Delete	2018 TASER Re-Certification Training Program, May Dates	5/10/2018	5/10/2018	Not Applicable	4.00					
Edit	Delete	2018 PIMS Basic Patrol Training Program, March 29-31, 2018, Venue 2	3/31/2018	4/1/2018	Not Applicable	7.00					
Edit	Delete	2018 PIMS Basic Patrol Training Program, March 29-31, 2018, Venue 2	3/30/2018	3/31/2018	Not Applicable	7.00					
Edit	Delete	2018 PIMS Basic Patrol Training Program, March 29-31, 2018, Venue 2	3/29/2018	3/30/2018	Not Applicable	7.00					
Edit	Delete	2018 Annual Handgun Qualification and Gas Mask Fit Testing, January 2 - 19, 2018	1/17/2018	1/17/2018	PASS	1.00					
Edit	Delete	2018 Super Bowl LII, Law Enforcement Officer Orientation, January 10, 2018	1/10/2018	1/10/2018	Not Applicable	6.00					
Edit	Delete	2017 FTO Trng Course (Dec 11)	12/11/2017	12/11/2017	Not Applicable	7.00					

Edit	Delete	2017 Stadium Exercise, December 8, 2017, 1330-1800 hours	12/8/2017	12/8/2017	Not Applicable	5.00					
Edit	Delete	2017 Spring EVOC Training Program, April - May, 2017	5/10/2017	5/10/2017	Not Applicable	10.00					
Edit	Delete	2017 In-Service Training Program, Active Shooter, Super Bowl, Phase II, for Patrol	4/20/2017	4/20/2017	Not Applicable	10.00					
Edit	Delete	2017 In-Service Program, Super Bowl, Phase I, PATROL, 10 hours	2/8/2017	2/8/2017	Not Applicable	10.00					
Edit	Delete	2017 Annual Semi-Automatic Handgun, Shotgun Qualification and Gas Mask Fit Testing, Jan- Feb	2/1/2017	2/1/2017	PASS	1.00					
Edit	Delete	2016 Procedural Justice, Module 3, October - December, various dates	12/5/2016	12/6/2016	Not Applicable	7.00					
Edit	Delete	2016 TASER Re-Certification Training Program, November and December dates	11/30/2016	12/1/2016	PASS	4.00					
Edit	Delete	2016 Body Worn Camera Patrol Training Program, September 26, 27, 28, 2016	9/26/2016	9/27/2016	Not Applicable	2.00					
Edit	Delete	2016 Shotgun and Defensive Tactics In-Service Training Program, September, various dates	9/6/2016	9/6/2016	Not Applicable	8.00					
Edit	Delete	2016 Procedural Justice, Module 2, Various dates, May - July, 2016	5/12/2016	5/12/2016	Not Applicable	8.00					
Edit	Delete	2016 TASER Cert-CIT	4/28/2016	4/28/2016	PASS	8.00					
Edit	Delete	2016 Procedural Justice, Module 1	4/7/2016	4/7/2016	Not Applicable	7.00					
Edit	Delete	2016 Annual Gas Mask Fit Testing only	1/28/2016	1/28/2016	PASS	1.00					



Edit	Delete	2016 Annual Semi-Automatic Handgun Qualification only	1/7/2016	1/7/2016	PASS	1.00					
Edit	Delete	2015 EVOC Fall Training program, various training dates	11/10/2015	11/10/2015	PASS	8.00					
Edit	Delete	2015 C.I.T. Training Program, October 26-30, 2015	10/26/2015	10/26/2015	Not Applicable	35.00					
Edit	Delete	2015 Shotgun Training and Handgun Development, September 8-24, 2015	9/22/2015	9/22/2015	PASS	4.00					
Edit	Delete	2015 Fair and Impartial Policing, 4th Precinct, June 10, 2015	6/10/2015	6/11/2015	Not Applicable	4.00					
Edit	Delete	2015 Patrol In-Service Training Program	3/25/2015	3/26/2015	Not Applicable	9.00					
Edit	Delete	2015 February Semi-Automatic Handgun Qualification and Gas Mask Fit Testing	2/2/2015	2/3/2015	PASS	1.00					
Edit	Delete	2014 Sirchie-Nark II Progressive System of Drug ID (various)	11/21/2014	11/21/2014	PASS	0.00					
Edit	Delete	2014 FEMA: IS-00100.LEb Introduction to the Incident Command System	9/2/2014	9/2/2014	PASS	0.00					
Edit	Delete	2014 FEMA: IS-00200.b ICS for Single Resources & Initial Action Incident	9/2/2014	9/2/2014	PASS	0.00					
Edit	Delete	2014 FEMA: IS-00700.a National Incident Management System (NIMS) -An Introduction	9/2/2014	9/2/2014	PASS	0.00					
Edit	Delete	2014 FEMA: IS-00800.b National Response Framework, An Introduction	9/2/2014	9/2/2014	PASS	0.00					
Edit	Delete	2014 Traffic Control Direction of	6/10/2014	6/12/2014	Not Applicable	20.00					

		both Motorized & Pedestrian Traffic								
Edit	Delete	2014 T3/Seg- Way/ATV/Green Machine Operation Training (various dates)	6/2/2014	6/2/2014	Not Applicable	4.00				
Edit	Delete	2014 CPR/Heartsaver Training Program	1/24/2014	1/24/2014	Not Assigned	2.00				





Filed By ml  
Date 4/20/17

Police Department  
Janeé L. Harteau, Chief of Police  
350 S. Fifth St., Room 130  
Minneapolis, MN 55415  
TEL 612.673.3000  
www.minneapolismn.gov

## MINNEAPOLIS POLICE DEPARTMENT AWARDS COMMITTEE

Deputy Chief Travis Glampe, Chair  
Inspector Catherine Johnson, Co-Chair

Commander Melissa Chiodo    Lt. Brian Anderson    Lt. Clark Goset

Sgt. Deitan Dubuc    Sgt. Robert Helmeke (Park PD)    Sgt. Darcy Klund    Sgt. Joel Pucely    Sgt. Kurt Radke  
Off. Gretchen Bloss    Off. Scott Creighton    Off. Tracy Gross    Off. Dennis Milner    Officer Stephen Sporny  
CPS Renee Allen

**FROM:** Minneapolis Police Department Awards Committee  
**RE:** Recommendation for Departmental Awards

The MPD Awards Committee met on 5/24/17 and reviewed the attached recommendation for an award. It is our findings that this recommendation for the award of:

### 13.43 - Personnel Data

The Committee recommends that the Award of Merit be given to the listed nominee:  
Officer Kyle Pond.

Respectfully submitted: Deputy Chief Travis Glampe, MPD Awards Committee Chair.

**\*\*This Award was sent to your Commander for presentation. A copy has been sent to Personnel for your file.**

MPD Award Number: 17-41

1 of 3



# RECOMMENDATION FOR AWARD

NAME OF EMPLOYEE RECOMMENDED FOR AWARD: Tyler Klund/Kyle Pond	EMPLOYEE NUMBER: 3729/5775	ASSIGNMENT: 2 PCT <b>13.43</b>
RECOMMENDED BY: Sgt. C Letch #4099	DATE RECOMMENDED: 04/04/2017	CASE CONTROL NUMBER: 17-118440

## TYPE OF AWARD RECOMMENDED (NOTE: CRITERIA FOR AWARDS PRINTED ON REVERSE SIDE)

# 13.43 - Personnel Data

## COMMENTS (DESCRIBE INCIDENT, GIVE DETAILS, ETC. - ATTACH DOCUMENTATION IF NECESSARY)

### TYPE COMMENTS HERE:

On 04/03/2017 at approximately 2225 hours, Officers Klund #3729 and Pond #5775 (squad 221) were dispatched to an assault, wherein a male was threatening others with a knife. Upon arriving at incident location (2403 Central Av. NE) officers entered into the street level entryway and began to ascend the stairs to the second story which is where the "above business" apartments are located. As officers approached the apartment level landing, officers encountered the suspect who was holding a female victim against her will, with a knife to her neck.

When the suspect saw officers, he released the female and began to pursue a different victim who was behind him in the hallway, and holding a bat. This allowed officers the opportunity to enter into the hallway with weapons drawn, and they began giving loud verbal commands for the suspect to "GET ON THE GROUND".

The suspect ignored officers' commands and continued down the narrow hallway as he pursued his next victim. Officers had their weapons pointed at the suspect. Using excellent judgement, and fearing for the "male victim" who was in their "line of fire", officers displayed great decision making in a high stress, life and death situation, by communicating with one another.

Knowing what his partners "force alternatives" were, Officer Klund (who was in the lead) advised his partner (Officer Pond) to deploy his "Taser".

At great risk to himself, and giving up his Lethal Force Option, Officer Pond holstered his weapon, while drawing his "Taser" for deployment. As Officer Klund continued to support his partner by maintaining his "Lethal Force Option", Officer Pond then deployed his "Taser". It should be noted that this was accomplished just as the suspect began to "round a corner", wherein he would have confronted his victim who was now boxed into a short hallway.

As the "Taser" mad contact with the suspect, and he went to the ground, officers continued to give loud, clear, verbal commands. As officers put the suspect into a "handcuffing posture" he was still in possessions of an edged weapon. Officers went "hands-on" and completed taking the suspect into custody, and taking possession of his two edge weapons, thereby rendering the scene and the victims safe.

There are a couple points of interest:

2 of 3



- The suspect had threatened (3) individuals with the knife, and had cut (1) prior to officers arrival. This displayed a complete disregard for human life by the suspect, and further displays the importance of his capture/immediate apprehension.
- Officers completed this apprehension with the minimal amount of force possible (due to great communication/team work) in a very high stress situation/encounter.
- Officers acted immediately and without hesitation.
- Officers "closed the gap" on an armed suspect, putting themselves at great personal risk, to save another from death or injury.

Furthermore, it should be noted that prior to writing/submitting this documentation, I have reviewed BWC footage of the incident, responded to, and spoke with victims and witnesses at the scene (victims and witnesses could not say enough good things about the officers' actions), and have read all pertinent CAPRS reports..

In closing, these officers displayed great courage, are a credit to our profession, the City of Minneapolis, and the Minneapolis Police Department. It is my sincere hope, that you will honor them with the recognition which they so richly deserve.

Respectfully Submitted,

Sgt. Clint Letch #4099

COMMANDING OFFICER: <i>[Signature]</i>	DATE: 5/24/17	REMARKS: <i>[Signature]</i>
MPD AWARDS COMMITTEE (ROOM 1300 CITY HALL): <i>[Signature]</i>	DATE: 5/24/17	REMARKS:
COMMANDER OF INTERNAL AFFAIRS: <i>[Signature]</i>	DATE:	EXISTING COMPLAINTS:
BUREAU HEAD:	DATE:	<input type="checkbox"/> YES <input type="checkbox"/> NO REMARKS:
CHIEF OF POLICE:	DATE:	REMARKS:
AWARD NUMBER: 17-41	RECOMMENDATION: Dept. Award of Merit	DATE: 5/24/17
DATE AWARD PRESENTED:	PRESENTED BY:	DATE PLACED IN PERSONNEL FILE: PLACED IN PERSONNEL FILE BY:

3 of 3



\*Indicates required info

Filed By CM  
Date 10-6-15

### Employee Job Change Form

*Employee ID Number:	005775	*Employee Name:	Pond, Kyle Arvid
*Effective date of Action:	07/26/15	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	St. Ent. Date 08/05/15
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Dept Code:	Police Department - 4000000	Location Code:	4000
		Company Code:	MPL (City and MBC)

Job Code 08170C Police Officer-C

Position Number (if applicable):

<b>REGULAR/TEMPORARY/SEASONAL STATUS</b>	<b>HOURS STATUS</b>
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

<b>EMPLOYEE CLASS</b>	<b>CLASSIFIED INDICATOR</b>
Certified	Classified (City)
<b>PAY GROUP (if Detail use positive pay group for all records):</b>	<b>STANDARD HOURS PER WEEK (use 0 for details or intermittent):</b>
PDP Police Dept Positive Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO		1	2	26.97	28.318

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
	REG					
	REG					
	REG					

<b>PROBATION</b>				<b>PROBATION END DATE</b>	<b>DATE LAST WORKED</b>
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 mon...	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other	

<b>Union Code</b>	<b>New Union Code</b>	<b>Officer Code</b>	<b>FICA Status</b>
		<input checked="" type="checkbox"/> Non-Sworn <input type="checkbox"/> Sworn	<input type="checkbox"/> Exempt <input type="checkbox"/> Medicare ... <input type="checkbox"/> Subject

<b>Requires SEI (Statement of Economic Interest)</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>[Signature]</i>	8/3/15
*If Transfer (Signature of accepting department representative below)	*Date - enter below
*If Transfer or Voluntary Demotion (Employee Signature below)	*Date - enter below
*Entered into HRIS by (HRIS Representative Signature below)	*Date - enter below
<i>[Signature]</i>	8/27/2015



Unit Assignment History

Close

Add Historical Assignment

Assignment(s) for: Kyle Pond  
 Employee ID Number: 005775

Edit	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change
	<a href="#">Delete</a>	CSO Program	Primary	1/6/2014	8/4/2014	
		Pct 5 13.43	Temporary	11/30/2014	1/10/2015	
		Pct 5	Temporary	1/11/2015	2/7/2015	
	<a href="#">Delete</a>	Academy	Primary	8/5/2014	7/4/2015	
		Pct 4	Temporary	2/8/2015	7/4/2015	
		SB Live	Temporary	1/26/2018	2/4/2018	
		Pct 2	Primary	7/5/2015	3/3/2018	
		Pct 4 13.43	Primary	3/4/2018	10/10/2020	
<a href="#">Edit</a>		Pct 4	Primary	10/11/2020		

## Training Records

**Training History for:** Kyle Pond

**Employee Id:** 005775

**Total Continued Education Credits:** 332.0

**Total Instructor Credits:** 0.0

(Add training that are not associated with an existing Event/TimeSlot)

		Course	Start Date	End Date	Grade	Continued Education Credits	Instructor Credits	Make	Model	Serial #	Comment
<a href="#">Edit</a>	<a href="#">Delete</a>	2020 Use of Force Policy Updates, December 2020	12/14/2020	12/14/2020	Not Applicable	2.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2020 Shotgun Training Program	11/25/2020	11/25/2020	PASS	1.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2020 Mobile Field Force Training Program, October	10/28/2020	10/28/2020	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2020 TASER 7, Re-Certification Training Program, (2 hour) additional dates	5/26/2020	5/26/2020	Not Applicable	2.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2020 Annual Gas Mask Fit Testing Only (var dates)	2/5/2020	2/5/2020	FAIL	1.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2020 Annual Semi-Automatic Handgun Qualification Only (var dates)	2/5/2020	2/5/2020	PASS	1.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Annual In-Service Training Program, Phase III, September - December 2019	11/5/2019	11/5/2019	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Annual In-Service Training Program, Phase III, September - December 2019	11/4/2019	11/4/2019	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 40MM Operator Certification Course, June, Multiple Dates	6/6/2019	6/7/2019	Not Assigned	4.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Annual In-Service Training Program, Phase II, (Apr-Aug/Sep 25-26)	5/23/2019	5/23/2019	Not Applicable	7.00					



<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Annual In-Service Training Program, Phase II, (Apr-Aug/Sep 25-26)	5/22/2019	5/22/2019	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Annual In-Service Training Program, Phase I, January - March 2019	2/12/2019	2/12/2019	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Annual In-Service Training Program, Phase I, January - March 2019	2/11/2019	2/11/2019	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2019 Semi-Automatic Handgun Qualification and Gas Mask Fit Testing, January - February 2019, Multipl	1/17/2019	1/17/2019	PASS	1.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 FTO Training Program November 12-16, 2018	11/12/2018	11/16/2018	Not Applicable	35.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 Annual In-Service Training Program, Multiple Dates	11/8/2018	11/8/2018	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 Annual In-Service Training Program, Multiple Dates	11/7/2018	11/7/2018	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 Shotgun and CIT Training Program, GROUP A, Multiple dates	9/26/2018	9/26/2018	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 Procedural Justice and NARCAN Training Program, GROUP B, JULY - SEPTEMBER DATES	8/16/2018	8/16/2018	Not Assigned	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 TASER Re-Certification Training Program, May Dates	5/10/2018	5/10/2018	Not Applicable	4.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 PIMS Basic Patrol Training Program, March 29-31, 2018, Venue 2	3/31/2018	4/1/2018	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>		3/30/2018	3/31/2018		7.00					

		2018 PIMS Basic Patrol Training Program, March 29-31, 2018, Venue 2			Not Applicable						
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 PIMS Basic Patrol Training Program, March 29-31, 2018, Venue 2	3/29/2018	3/30/2018	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 Annual Handgun Qualification and Gas Mask Fit Testing, January 2 - 19, 2018	1/17/2018	1/17/2018	PASS	1.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2018 Super Bowl LII, Law Enforcement Officer Orientation, January 10, 2018	1/10/2018	1/10/2018	Not Applicable	6.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2017 FTO Trng Course (Dec 11)	12/11/2017	12/11/2017	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2017 Stadium Exercise, December 8, 2017, 1330-1800 hours	12/8/2017	12/8/2017	Not Applicable	5.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2017 Spring EVOC Training Program, April - May, 2017	5/10/2017	5/10/2017	Not Applicable	10.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2017 In-Service Training Program, Active Shooter, Super Bowl, Phase II, for Patrol	4/20/2017	4/20/2017	Not Applicable	10.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2017 In-Service Program, Super Bowl, Phase I, PATROL, 10 hours	2/8/2017	2/8/2017	Not Applicable	10.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2017 Annual Semi-Automatic Handgun, Shotgun Qualification and Gas Mask Fit Testing, Jan- Feb	2/1/2017	2/1/2017	PASS	1.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Procedural Justice, Module 3, October - December, various dates	12/5/2016	12/6/2016	Not Applicable	7.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 TASER Re-Certification Training Program, November and December dates	11/30/2016	12/1/2016	PASS	4.00					



<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Body Worn Camera Patrol Training Program, September 26, 27, 28, 2016	9/26/2016	9/27/2016	Not Applicable	2.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Shotgun and Defensive Tactics In-Service Training Program, September, various dates	9/6/2016	9/6/2016	Not Applicable	8.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Procedural Justice, Module 2, Various dates, May - July, 2016	5/12/2016	5/12/2016	Not Applicable	8.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 TASER Cert-CIT	4/28/2016	4/28/2016	PASS	8.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Procedural Justice, Module 1	4/7/2016	4/7/2016	Not Applicable	7.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Annual Gas Mask Fit Testing only	1/28/2016	1/28/2016	PASS	1.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2016 Annual Semi-Automatic Handgun Qualification only	1/7/2016	1/7/2016	PASS	1.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2015 EVOG Fall Training program, various training dates	11/10/2015	11/10/2015	PASS	8.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2015 C.I.T. Training Program, October 26-30, 2015	10/26/2015	10/26/2015	Not Applicable	35.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2015 Shotgun Training and Handgun Development, September 8-24, 2015	9/22/2015	9/22/2015	PASS	4.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2015 Fair and Impartial Policing, 4th Precinct, June 10, 2015	6/10/2015	6/11/2015	Not Applicable	4.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2015 Patrol In-Service Training Program	3/25/2015	3/26/2015	Not Applicable	9.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2015 February Semi-Automatic Handgun Qualification and Gas Mask Fit Testing	2/2/2015	2/3/2015	PASS	1.00						
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 Sirchie-Nark II Progressive System of Drug ID (various)	11/21/2014	11/21/2014	PASS	0.00						

<a href="#">Edit</a>	<a href="#">Delete</a>	2014 FEMA: IS-00100.LEb Introduction to the Incident Command System	9/2/2014	9/2/2014	PASS	0.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 FEMA: IS-00200.b ICS for Single Resources & Initial Action Incident	9/2/2014	9/2/2014	PASS	0.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 FEMA: IS-00700.a National Incident Management System (NIMS) -An Introduction	9/2/2014	9/2/2014	PASS	0.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 FEMA: IS-00800.b National Response Framework, An Introduction	9/2/2014	9/2/2014	PASS	0.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 Traffic Control Direction of both Motorized & Pedestrian Traffic	6/10/2014	6/12/2014	Not Applicable	20.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 T3/Seg-Way/ATV/Green Machine Operation Training (various dates)	6/2/2014	6/2/2014	Not Applicable	4.00					
<a href="#">Edit</a>	<a href="#">Delete</a>	2014 CPR/Heartsaver Training Program	1/24/2014	1/24/2014	Not Assigned	2.00					