

**Minneapolis Police Department
Personnel File**

EMPLOYMENT

SECTION

Employee: JAMES, Sarah

Badge / Employee Number: 003265

*Indicates required info

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

FILED BY KK JUL 16 2018

Employee Job Change Form

*Employee ID Number:	003265	*Employee Name:	Sarah James
*Effective date of Action:	06/25/18	*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:	4000C
		*Company Code:	MPL (City and MBC)

*Job Code/Job Title:	02350C Community Service Officer-C
Position Number (if applicable):	00001159

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):
CCP City Council Positive Empl	40

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

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4004680			
	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
CAF		<input checked="" type="checkbox"/> Non-Sworn <input type="checkbox"/> Sworn	<input type="checkbox"/> Exempt <input type="checkbox"/> Medicare Only <input checked="" type="checkbox"/> Subject

Requires SEI (Statement of Economic Interest)	<input type="checkbox"/> No <input type="checkbox"/> Yes
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*Submitted By (type or print name below)	*Date - enter below
Heather Rende	06/18/18
*Approved By (Signature of authorized department representative below)	*Date - enter below
	06/18/18
*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



HIRE/PERSONNEL ACTION FORM

FILED BY MH AUG 02 2019

Employee Information

Employee: James, Sarah L
Address 1: 13.43 - Personnel Data
Address 2:
City: State: 13.43 - Personnel Data Zip: 13.43 - Personnel Data
Phone:
Gender: Ethnicity:

Hire Information

Person ID: 32044970
Job Class #: 08173C **Job Class:** Police Officer
Hire Date: 07/29/19 **Pay Rate:** \$31.45
Department: Police
Division: Police
Hire Req. #: 2019-00206 **Job Term:** Full-time
Comments: eeid 003265 badge 3265

Additional Information

Action/Action Reason:
Date of Birth:
Marital Status:
Salary Step: 16
Earnings Distribution % - 1: 100
Earnings Distribution % - 2:
Combo Code - 1: 001004004320--
Combo Code - 2:
Probationary Date: 07/29/2020
Supervisor ID (hiring Job Code only):
Expected End Date:

FILED BY MH AUG 02 2019



*Serving Community.
Building Careers.*

Police Department – Medaria Arradondo, Chief of Police
350 S. Fifth St. - Room 130
Minneapolis, MN 55415

July 11, 2019

Sarah James

13.43 - Personnel Data

Dear Sarah,

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 Academy.

Salary: You will begin at the Recruit Step on our salary schedule, which is \$31.45 per hour. Thereafter, eligibility for subsequent step progression shall be as established by the Labor Agreement, assuming successful completion of performance requirements.

Probation: Your probationary period will end upon having serviced 12 months as a sworn Police Officer with MPD. The primary objectives of a probationary period are training and evaluation of your job performance. You shall also receive informal review and feedback of your performance.

Vacation: Vacation time is 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 after 6 months of service.

Holidays: Full time employees receive eleven (11) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day (aka Columbus Day), Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

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 or on what date).

Union: Your job classification is represented by the Police Officers Federation. Their main number is 612-788-8484. You can review your contract at <http://www.minneapolismn.gov/hr/laboragreements/index.htm>.

Healthcare: Your current election with the City Medical Plan will continue. Changes can be made during Open Enrollment. You may also contact our Benefit Division at 612-673-2282 for assistance with your benefit questions.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.50% and the employee's rate is 6.50%.

Orientation: Monday, July 29, 2019 - Please report to 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 Physical Training (PT) gear. Your first Academy PT test will be given that afternoon.

Human Resources Representatives will be in attendance on your first day to provide you with helpful information, to answer questions, and to complete the remainder of your employee paperwork.

Academy: The Police Academy is 19 full weeks of training. Except for the first day, your hours during the Recruit Academy will be Monday through Friday from 0730 – 1600 hours.

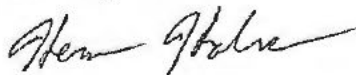
Uniforms and Equipment: See enclosed provided document.

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

- Sergeant Adrian Infante (612) 673-5779
- Omaar Balton, Human Resources Consultant (612) 673-2713

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

Sincerely,

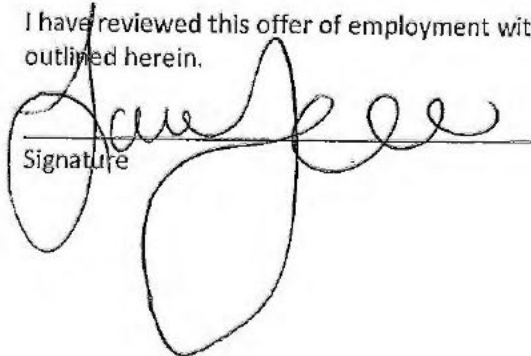


Henry Halvorson
Deputy Chief
Office of Professional Standards
Minneapolis Police Department

Cc: Employee Personnel file
Dept. HRIS administrator

I have reviewed this offer of employment with the City of Minneapolis and accept the terms and conditions outlined herein.

Signature



Date

7-15-2019

FILED BY MKJIN 082018



HIRE/PERSONNEL ACTION FORM

Employee Information

Employee: James, Sarah Lynn

Address 1: 13.43 - Personnel Data

Address 2:

City: 13.43 - Personnel Data **State:** 13.43 - Personnel Data **Zip:** 13.43 - Personnel Data

Phone:

Gender: **Ethnicity:**

Hire Information

Person ID: 32044970

Job Class #: 02350C **Job Class:** Community Service Officer

Hire Date: 12/18/17 **Pay Rate:** \$17.51

Department: Police

Division: Police

Hire Req. #: 2017-00094 **Job Term:** Part-time

Comments: EEID 003265 Badge 3265

Additional Information

Action/Action Reason: Hire, New Hire - Regular

Salary Step: 1

Earnings Distribution % - 1: 100

Earnings Distribution % - 2:

Combo Code - 1: 001004002500--

Combo Code - 2:

Probationary Date:

Expected End Date:

Printed on December 08, 2017

Minneapolis Police Department

Candidate Information

First Name Sarah	Middle Name Lynn	Last Name James
Date of Birth	Marital Status	Social Security Number

13.43 - Personnel Data

Ethnicity	Gender
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13.43 - Personnel Data

Emergency Contacts

13.43 - Personnel Data

Driver's License Information

13.43 - Personnel Data

Internal Only

HR Approval <i>H. Rende</i>	Date 12/1/17	HRIS	Date
Hire Date 12/18/17	Badge 3265	Employee ID 003265	

Please type or print – must be legible



Police Department – Medarla Arradondo, Chief of Police

350 S. Fifth St. - Room 130

Minneapolis, MN 55415

TEL 612.673.3000

www.minneapolismn.gov

November 29, 2017

Sarah James

13.43 - Personnel Data

Dear Sarah,

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

Salary: Your starting salary will be Step 1 of the approved salary schedule for this position: \$17.50 per hour. City employees are paid bi-weekly. You will receive your first partial paycheck on January 5, 2018.

Benefits: you will receive benefits as dictated by City policy and existing law. This will be further discussed in the first week of academy.

Union: Your job classification is represented by the **AFSCME Local #9**. Their main number is 612-581-3840. You can review your contract at www.minneapolismn.gov/hr/laboragreements.

Orientation: The Community Service Officer Academy is three full weeks of training. On Monday, December 18, 2017, please report to the MPD Strategic Operations Center located at 4119 DuPont Avenue North; Minneapolis. Orientation begins at **0800 hours**. Arrive in business attire no later than 0745.

Human Resources Representatives will be in attendance on your first day to provide you with helpful information, to answer questions, and to complete the remainder of your employee paperwork.

Identity verification and employment eligibility to work in the United States is processed through Equifax with E-Verify. This is a paperless process in which you will complete section 1 of the I-9 form online, prior to your first day:

- Log onto www.newi9.com to complete section 1 of the I-9 Form
- User employer code **11468**
- You will see a link for instructions once you have signed in

Please note that you are also required to present the original documents (i.e. Driver's License and SS Card or Passport) to prove your identity and authorization to work in the United States on your first day of employment. Human Resources Representatives will be in attendance on your first day to verify your documents(s).

LED BY M R JAN 082018

Academy: After the first day of the academy, you will wear your CSO uniform in the classroom. During Physical Training (PT), you will wear the designated PT outfit. Except for the first day, your hours during the CSO Academy are Monday through Friday from 0800 to 1600, but may vary.

Uniforms and Equipment: The Minneapolis Police Department will cover the cost of the uniform and equipment listed on the top portion of the attached document. Department and personal paid items shall be obtained from Keeps located at the address below. Department issued items will be issued by Sgt. Infante during the Academy. To ensure expedited service from Keeps, all applicants shall call Keeps to schedule an appointment for one of the following dates: December 4th, 6th, and 7th.

Keeps Uniforms
2806 Fairview Ave. N
Roseville, MN 55113
651-288-5199

Contact: If you have questions or concerns, feel free to call Sergeant Adrian Infante at (612) 673-5779.

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

Sincerely,

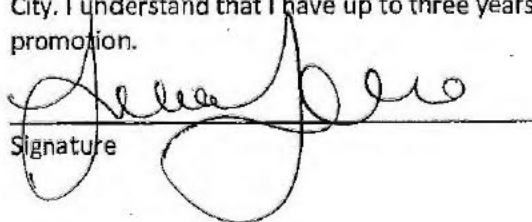


Commander Gerald Moore
Operations and Administration
Minneapolis Police Department

Enclosure: Required Equipment for Minneapolis Community Service Officers

Cc: Employee Personnel file
Department HRIS Administrator

I, Sarah James accept the job offer of Community Service Officer as outlined in this letter. I also acknowledge the Community Service Officer position is not a permanent and long term position with the City. I understand that I have up to three years to meet Police Officer qualifications to be considered for promotion.


Signature

11-29-2017
Date

APPLICANT INFORMATION

FILED BY M R MAR . 9 2018

8. What is your full legal name?

James Sarah Lynn
(last) (first) (middle)

9. List any other name(s) you have used or been known by, including nicknames and the date of any name changes (If none, write N/A).

13.43 - Personnel Data

10. Date of Birth:

13.43 - Personnel Data

11. Social Security Number

13.43 - Personnel Data

12. Current address:

13.43 - Personnel Data

13. Home Phone:

13.43 - Personnel Data

14. Work Phone:

13.43 - Personnel Data

15. Cell Phone:

16. List e-mail addresses/Social Media (list all e-mail addresses and social media user names that you use including but not limited to Facebook, Twitter, Snapchat, LinkedIn, Reddifi, etc.)

13.43 - Personnel Data

17. List full names and dates of birth of adults that occupy your household (include visiting, living and renting)

13.43 - Personnel Data

(last) (first) (middle) (birth date) (e-mail)

(last) (first) (middle) (birth date) (e-mail)

(last) (first) (middle) (birth date) (e-mail)

MINNESOTA P.O.S.T. BOARD STATUS

22. Are you a citizen of the United States? (This is a POST requirement)? Yes No

If you checked yes, provide a copy of your United States Birth Certificate, a Certificate of Naturalization or other documentation that proves US citizenship.

23. Are you currently licensed as a peace officer in Minnesota or another state? Yes No

If you checked yes (you are licensed as a peace officer), provide a copy of your license and current renewal card, and complete the following information.:

Circle the status of your peace officer license.

Valid-Active Status Valid-Inactive Status Lapsed Surrendered Suspended Revoked

License Number: _____

Expiration Date: _____

Date Originally Issued: _____

Expiration Date: _____

Current Number of Continuing Education hours for this renewal period: _____

If you are licensed in a state other than Minnesota, also complete the following.

Name of the state where licensed: _____

License Number: _____

24. Are you eligible for a Minnesota POST license? Yes No

If yes, what date does your eligibility expire? _____

If you are eligible, provide a photocopy of the POST Board eligibility letter when you turn in this questionnaire.

EDUCATION HISTORY

28. Beginning with your most recent, and in chronological order, list all colleges and high schools you have attended. Provide a copy of an official transcript from all colleges and high schools attended for any length of time. If additional space is needed, make copies of the needed pages.

A. MCTC Law Enforcement
 (school) (degree/major) (graduated? Yes No)
August 2010 Current
 (from: month/year) (to: month/year)
Rosa.Shannon@minneapolis.ed (612) 659-6700 659-6746
 (registrar's e-mail) (registrar's phone)
1501 Hennepin Ave
 (registrar's address) (suite number)
Minneapolis Hennepin MN 55403
 (city) (county) (state) (zip)

B. ARCC Generals
 (school) (degree/major) (graduated? Yes No)
August 2010 May 2011
 (from: month/year) (to: month/year)
info@anokaramsey.edu (763) 433-1100
 (registrar's e-mail) (registrar's phone)
11200 Mississippi Blvd Nw
 (registrar's address) (suite number)
Anoka Anoka MN 55433
 (city) (county) (state) (zip)

A. St. Francis High School
(school) (degree/major) (graduated? Yes No)
September 2004 June 2008
(from: month/year) (to: month/year)
St. Francis. Kl2, mn. US
(registrar's e-mail) (registrar's phone)
3325 Bridge St Nw
(registrar's address) (suite number)
St. Francis Anoka MN 55070
(city) (county) (state) (zip)

~~P.~~ _____
(school) (degree/major) (graduated? Yes No)

(from: month/year) (to: month/year)

(registrar's e-mail) (registrar's phone)

(registrar's address) (suite number)

(city) (county) (state) (zip)

~~P.~~ _____
(school) (degree/major) (graduated? Yes No)

(from: month/year) (to: month/year)

(registrar's e-mail) (registrar's phone)

(registrar's address) (suite number)

(city) (county) (state) (zip)

13.43 - Personnel Data

36. List awards or certificates you received in college or high school (include school name, date(s), and award/certificate with a brief description).

32. Have you been involuntarily terminated or resigned in lieu of termination from any volunteer service?

13.43 - Personnel Data

What was the reason stated by the organization for your termination or forced resignation?

13.43 - Personnel Data

If different from above, state your explanation.

13.43 - Personnel Data

33. Were you ever subjected to disciplinary action in connection with any volunteer service?

13.43 - Personnel Data

If yes, complete the following:

13.43 - Personnel Data

(date of discipline)

What was the reason stated by the organization for your discipline? Provide an explanation in your own words.

13.43 - Personnel Data

MILITARY SERVICE

13.43 - Personnel Data

Have you ever served in any branch of the United States military, the reserve forces (any branch) of the United States, or the National Guard of any state?

Yes No

If yes, provide a copy of any and all of your discharge papers, including all DD-214

40. Provide all branches of service:

(start date)

(end date)

Military specialty (M.O.S.): _____

Rank held at time of discharge: _____

41. Name, e-mail, rank, and last known duty assignment of your immediate military supervisor who you reported to directly on a daily basis:

(military supervisor[s] last known duty station)

(e-mail address)

(phone—If it is an international number, include entire number including country prefix.)

(military supervisor[s] last known mailing address)

42. Periods of active service. List all dates and locations of active service, including deployment dates and locations you were deployed to.

(from) (to) (location)

(from) (to) (location)

(from) (to) (location)

(from) (to) (location)

(from) (to) (location)

(from) (to) (location)

13.43 - Personnel Data

13.43 - Personnel Data

46. List any awards or decorations you received while in the military including any specialty training you received or attended:

47. Have you ever served in a military organization of any foreign government?

Yes No

If yes, provide details: _____

48. Provide a synopsis of your military career.

EMPLOYMENT HISTORY

49. List, in chronological order, all your employment since you were eighteen years old. *Begin with your present employer* (full time, part time, seasonal, etc.); *omit none*. Give correct and complete information. Indicate the full name under which you were employed if different from your present name. *If additional space is needed, make copies of the needed pages.*

A. Maxwells American Pub (present employer) (612) 354-7085 (phone)
Mike Rosenstiel (immediate supervisor) Rosierose@maxwells.com (e-mail address) (612) 998-7882 (phone)
1201 Washington Ave S (address)
Minneapolis (city) Hennepin (county) MN 55415 (state) (zip)
December 2013 (from: month/year) Current (to: month/year) Manager/Bartend/Server (position)

Job description/Duties and reason for leaving:

Manager, bartender, Server, responsible for employees safety, check Id, clarify depositing.

B. Maxx Bar and Grill (employer) (763) 434-4970 (phone)
Jeff Schlicher (immediate supervisor) (e-mail address) (651) 295-1799 (phone)
17646 Central Ave Ne (address)
Ham Lake (city) Anoka (county) MN 55304 (state) (zip)
December 2013 (from: month/year) Server (to: month/year) (position)

Job description/Duties and reason for leaving:

Server, 13.43 - Personnel Data
13.43 - Personnel Data

c. Dominos Pizza
(employer)

(763) 434-4300
(phone)

Dave Giefer
(immediate supervisor)

(612) 805-5673
(phone)

(e-mail address)

17565 Highway 65 Ne
(address)

Ham Lake
(city)

Anoka
(county)

MN 55304
(state) (zip)

JULY 2004
(from: month/year)

NOVEMBER 2012
(to: month/year)

Assistant Manager
(position)

Job description/Duties and reason for leaving:

Assistant Manager, made pizzas, took orders, make daily bank deposits.

13.43 - Personnel Data

p.

(employer)

(phone)

(immediate supervisor)

(e-mail address)

(phone)

(address)

(city)

(county)

(state) (zip)

(from: month/year)

(to: month/year)

(position)

Job description/Duties and reason for leaving:

50. Have you ever been involuntarily terminated or resigned from any employer in lieu of termination? *If additional space is needed, make copies of the needed pages.*

13.43 - Personnel Data

If yes, please complete the following:

13.43 - Personnel Data

What was the reason stated by the organization for your termination or forced resignation?

13.43 - Personnel Data

If different from above, state your explanation.

13.43 - Personnel Data

51. Were you ever subjected to disciplinary action in connection with any employment? *If additional space is needed, make copies of the needed pages.*

13.43 - Personnel Data

If yes, please complete the following:

13.43 - Personnel Data

Action and description of the events leading up to the action:

13.43 - Personnel Data

52. Have you or any corporation or partnership, in which you were an officer, director or partner, ever possess a license or permit (excluding a driver's license) issued by a governmental agency?

13.43 - Personnel Data

53. Have you ever been engaged in any business as an owner, active or silent partner, stockholder or a corporate member?

13.43 - Personnel Data

54. Has any license or permit (excluding driver's license) issued to you by a governmental agency ever been denied, revoked, suspended or cancelled?

13.43 - Personnel Data

UNOFFICIAL

Subj Nbr	Title	Course	Credit	Grade	Credit	GPA	GPA	Subj Nbr	Title	Course	Credit	Grade	Credit	GPA	GPA
					Earned	Credit	Pts						Earned	Credit	Pts
Anoka-Ramsey Community College															
UNDG SEMESTER Credits Accepted in Transfer Spring 2016: 33.00															
***** Minneapolis Community and Technical College *****															
Spring 2016															
Sophomore															
**** Trsf Att: 13.43 - Personnel Data															
UNDG Cum Att: 13.43 - Personnel Data															
Fall 2016															
Major: Law Enforcement															
LAW 1215 Police and Community 13.43 - Personnel Data															
ENGL 1111 Research/Comp for Change 13.43 - Personnel Data															
UNDG Term Att: 13.43 - Personnel Data															
**** Cum Att: 13.43 - Personnel Data															
Spring 2017															
LAW 1220 Juvenile Justice 13.43 - Personnel Data															
PSYC 1110 General Psychology 13.43 - Personnel Data															
UNDG Term Att: 13.43 - Personnel Data															
**** Cum Att: 13.43 - Personnel Data															
Summer 2017															
CMST 1010 Interpersonal Communicat 13.43 - Personnel Data															
SOC 1105 Intro to Sociology 13.43 - Personnel Data															
UNDG Term Att: 13.43 - Personnel Data															
**** Cum Att: 13.43 - Personnel Data															
Career Undergrad Summary - Semester Hours															
Local: Att: 13.43 - Personnel Data															
Transfer: Att: 13.43 - Personnel Data															
Total: Att: 13.43 - Personnel Data															
* * * END OF ACADEMIC TRANSCRIPT * * *															

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data

Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts	Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts
----------	-------	---------------	-------	---------------	------------	---------	----------	-------	---------------	-------	---------------	------------	---------

Anoka-Ramsey Community College
UNDG SEMESTER Credits Accepted in Transfer Spring 2016: 33.00

***** Minneapolis Community and Technical College *****

Spring 2016

Sophomore

**** Trsf Att:

UNDG Cum Att:

13.43 - Personnel Data

Fall 2016

Major: Law Enforcement

LAWE 1215 Police and Community

ENGL 1111 Research/Comp for Change

UNDG Term Att:

**** Cum Att:

13.43 - Personnel Data

13.43 - Personnel Data

Spring 2017

LAWE 1220 Juvenile Justice

PSYC 1110 General Psychology

UNDG Term Att:

**** Cum Att:

13.43 - Personnel Data

13.43 - Personnel Data

Summer 2017

CMST 1010 Interpersonal Communicat

SOCI 1105 Intro to Sociology

UNDG Term Att:

**** Cum Att:

13.43 - Personnel Data

13.43 - Personnel Data

Career Undergrad Summary - Semester Hours

Local: Att:

Transfer: Att:

Total: Att:

13.43 - Personnel Data

*** END OF ACADEMIC TRANSCRIPT ***

In compliance with the Family Educational Rights and Privacy Act of 1974, this transcript has been released at the request of the student and may not be released to any other party without written consent of the student.

Registrar
A raised seal is not required.

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE

1501 Hennepin Ave, Minneapolis, MN 55403

612-659-6000 www.minneapolis.edu

FICE No. 002362

A member of the Minnesota State Colleges and University System (MnSCU)

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, this transcript cannot be released without written request from the student.

Institutional History

Minneapolis Community and Technical College was created in 1996 when Minneapolis Community College merged with Minneapolis Technical College. Prior to the merge, the names of both institutions underwent changes after their inceptions. This transcript may therefore include any coursework from the following institutions:

- Minneapolis Community College, 1980-1996
- Metropolitan Community College, 1972-1980
- Metropolitan State Junior College, 1965-1972
- Minneapolis Technical College, 1987-1996
- Minneapolis Technical Institute, 1980-1987
- Minneapolis Area Vocational Technical Institute, prior to 1980

Coursework from Metropolitan State Junior College prior to 1968, and all coursework from Minneapolis Area Vocational and Technical Institute, will be indicated on a separate transcript. Certain courses from Minneapolis Area Vocational and Technical Institute are recorded in clock hours. One semester credit is equal to 36 clock hours.

Accreditation

Minneapolis Community and Technical College is accredited by the North Central Association of Colleges and Secondary Schools, Higher Learning Commission. Many specialized programs also have professional accreditation.

Academic Calendar/Enrollment Terms

Credits are recorded in quarter hours through Summer Session II 1998. Beginning Fall Semester 1998, credits are recorded in semester hours.

Grading System and Grade Point Equivalents

- A = 4.00
- B = 3.00
- C = 2.00
- D = 1.00
- F = 0.00
- N = 0.00 No credit (*no longer used*)
- NC = 0.00 No credit
- P = 0.00 Pass, credit granted
Fall 2000 to present, Pass is equal to C level coursework or higher. Prior to Fall 2000, Pass is equal to D level coursework or higher.
- I = 0.00 Incomplete
- W = 0.00 Withdrawal, no credit
- AU = 0.00 Audit, no credit

GPA Calculation: Total grade points divided by total credit hours.

Cumulative GPA: Divide total number of grade points by the total number of credits taken for a grade of A, B, C, D, or F.

Course Numbering System

Semester courses numbered below 1000, and quarter courses numbered below 0100, are developmental and not applicable to any degree or award. Consortium agreements with other institutions are designated as CC 1000. Courses offered by the Continuing Education and Customized Training department are non-credit and are designated as CE or CT.

ADA Statement

This document can be made available in alternative formats to individuals with disabilities by calling 612.659.6730 (voice) or through the Minnesota Relay Service at 1.800.627.3529.

Transcript Symbols

- R Repeat
- // Repeated course, counted in GPA
- () Repeated course, not counted in GPA
- Z Grade not yet submitted; course may be in progress
- > Developmental; not applicable to degree
- EX Exchange course offered by consortium agreement (*no longer used*)
- TR Advanced standing granted per transfer work (*longer used*)
- V Audit (*no longer used*)
- WF Withdrawal while failing (*no longer used*)
- WP Withdrawal while passing (*no longer used*)
- * Grade not submitted (*no longer used*)
- ** Grade not submitted (*no longer used*)

Degrees and Awards Granted

- Associate of Applied Science
- Associate of Arts
- Associate Degree (*no longer granted*)
- Associate of Fine Arts
- Associate of Liberal Arts (*no longer granted*)
- Associate of Science
- Diploma
- Certificate

Graduation Honors

Effective Spring 2000, honors are awarded to students with a cumulative grade point average of 3.5 and above graduating from degree programs. Prior to Spring 2000, all students with a cumulative grade point average of 3.5 and above were eligible to graduate with honors.

MCTC is an equal opportunity educator and employer

Revised 08/07/2015

TO TEST FOR AUTHENTICITY: The face of this transcript is printed on purple security paper with the name of the institution appearing in white type over the face of the entire document. When photocopied, the words COPY COPY COPY appear over the face of the entire document. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document.

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE • MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE •
• MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE • MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE

ADDITIONAL TESTS: Apply fresh liquid bleach to the sample background printed below. If authentic, the paper will turn brown.

The square to the left on an ORIGINAL TRANSCRIPT is printed in thermochromic ink. When rubbed or breathed upon, the ink will fade and then gradually return to normal.

Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA	Pts
----------	-------	---------------	-------	---------------	-----	-----

**** Anoka-Ramsey Community College ****

Spring 2009
Major: Assoc in Arts/Liberal Arts and Sciences

13.43 - Personnel Data

Freshman
HPER 1102 Drgs Alcohol & Tobacco
SOC 1102 Relationships/Marriage/Fam

13.43 - Personnel Data

UNDG Term Att: ****
Cum Att: ****

13.43 - Personnel Data

Fall 2009
ART 1141 Drawing I
ENGL 0950 Elements College Writing
READ 0990 Reading I

13.43 - Personnel Data

UNDG Term Att: ****
Cum Att: ****

13.43 - Personnel Data

Spring 2010
ENGL 1121 Coll Write/Critical Read
PSYC 2250 Abnormal Psychology
SPCH 2220 Interpersonal Communicat

13.43 - Personnel Data

UNDG Term Att: ****
Cum Att: ****

13.43 - Personnel Data

Fall 2010
HUM 2233 Women American Culture
PSYC 2215 Child & Adolescent Devel

13.43 - Personnel Data

UNDG Term Att: ****
Cum Att: ****

13.43 - Personnel Data

Spring 2011
Sophomore
WST 2234 Women Global Perspective
PSYC 1170 General Psychology

13.43 - Personnel Data

UNDG Term Att: ****
Cum Att: ****

13.43 - Personnel Data

Career Undergrad Summary - Semester Hours
Local Att: ****
Totals Att: ****

**** END OF ACADEMIC TRANSCRIPT ****

AN OFFICIAL SIGNATURE IS WHITE ON A BLUE BACKGROUND

This officially sealed and signed transcript is printed on blue SCRIP-SAFE[®] paper with the name of the college printed in white across the face of the document. A raised seal is not required. When photocopied, the word COPY should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED.
Federal law prohibits the release of information from this document to a third party without the student's written consent.

Janine Ferrar, Registrar
Cambridge Campus
Coon Rapids Campus

CAMBRIDGE CAMPUS
 300 SPIRIT RIVER DRIVE SOUTH
 CAMBRIDGE, MN 55008-5706
 763.433.1400

ANOKA-RAMSEY COMMUNITY COLLEGE

www.anokaramsey.edu
 FICE No. 002332

A member of the Minnesota State Colleges and University System

COON RAPIDS CAMPUS
 11200 MISSISSIPPI BLVD NW
 COON RAPIDS, MN 55433-3470
 763.433.1400

History

Prior to Summer 1999, courses taken at Cambridge and Coon Rapids campuses are listed separately. Beginning Summer 1999, courses taken at either campus are combined by semester.

Accreditation

Anoka-Ramsey Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities. The associate degree registered nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Credits

Credits are recorded in quarter hours prior to Fall 1998. Beginning Fall 1998, credits are recorded in semester hours.

Transfer Credit

Credit accepted from another institution of higher learning or by petition is recorded in quarter or semester hours. Grades of transfer courses are not recorded nor computed in the GPA.

Academic Calendar/Enrollment Terms/Unit of Credit

Anoka-Ramsey Community College operates on the Semester System, which includes Fall and Spring Semesters plus one Summer session. Prior to Fall 1998 Semester, Anoka-Ramsey Community College operated under the Quarter System. Academic terms printed prior to Fall 1998 are printed in Quarter hours. A semester hour is equivalent to 1 1/2 quarter credit hours. A semester hour typically represents one hour of lecture for 15 weeks.

Grade	Grade Points	Grading System/Equivalent	
		Grade	Definitions
A	4		
B	3		
C	2		
D	1		
F	0		
I	N/A		Incomplete; course must be completed within one semester
			Incomplete grades for courses not completed within one semester will be converted to "F" grades
NC	N/A		Prior to Fall 1992, NC had "0" credit value and was used to designate inadequate achievement. Beginning Fall 1992, no credit earned; limited to developmental credits
P	N/A		Passing; issued for work that is judged average (equivalent to "C" or above); does not affect GPA
W	N/A		Student withdraw from course; does not affect GPA
AU	N/A		Audit; declared at registration (Spring 1999 - present)
IP	N/A		Course is in progress
V	N/A		Visitor or Audit; declared at time of registration (prior to Spring 1999)
X	N/A		Continuation into another semester is necessary prior to assignment of grade (prior to Spring 1999)
Z	N/A		Prior to Fall 2009, "Z" indicated the class is not graded. Beginning Fall 2009, zero-credit courses may have a letter grade assigned instead of "Z".
EX	N/A		Prior to Spring 2007, EX grades were given for consortium credits and did not affect GPA. Beginning Spring 2007, letter grades A, B, C, D, F and I are used.

Credit and Grade Point Average Calculation

It is the policy of Anoka-Ramsey Community College to record all courses attempted. The first calculations designated "Term" are the term totals and the second calculations designated "Cum" are the cumulative totals. Beginning Spring 2007, consortium credits are included in GPA calculations.

Courses approved for Academic Forgiveness are not used to compute the GPA.

From left to right:

Attempted Credits; Earned Credits; Credits Earned Towards GPA; Grade Points; Grade Point Average (total grade points divided by credits at Anoka-Ramsey Community College and includes only grades A-F).

Cumulative Attempted and Earned Credits include credits accepted in transfer and advanced placement.

THIS TRANSCRIPT IS COMPUTER GENERATED. YOU HAVE REACHED THE END OF THE TRANSCRIPT WHEN YOU SEE:

*** END OF ACADEMIC TRANSCRIPT ***

Numbering System

Prior to Fall Semester 1998

0-0099 Below college level
 0100-0199 Freshman level
 0200-0299 Sophomore level
 0300-0499 1965-1970 only

Beginning Fall Semester 1998

0-0999 Below college level
 1000-1999 Freshman level
 2000-2999 Sophomore level
 1188 Quarter equivalent courses (1998-2000)
 0187/0189 Topics/Experimental course
 1187/1189 Topics/Experimental course

Course Designators

Course Type	Transcript Code	Description
AP	Advanced Placement	Advanced Placement
CLEP	CLEP	CLEP Examination
Credit by Exam	Credit by Exam	Credit by Exam
Dantes	Dantes	Dantes Examination
Repeat Course	R or //	Repeated course; grade calculated in GPA
Repeat Course	()	Repeated course; not counted in GPA calculation
"Greater than" symbol	>	Developmental Courses
Caret	^	Consortium Credits
Academic Forgiveness	[]	Academic Forgiveness; not counted in GPA calculation

Graduation Honors

Honors Scholar Designation (Cambridge Campus); Honors curriculum required; must have 3.5 cumulative GPA and 3.5 GPA calculated for all Honors courses

Phi Theta Kappa Designation: Membership required;

Cambridge Campus: 3.25 GPA
 Coon Rapids Campus: 3.5 GPA

Dean's List

Students qualify for the Dean's List by attempting and earning 12 credits or more with a minimum GPA of 3.50 per term.

Degree Designation

AA	Associate in Arts
AAS	Associate in Applied Science
AFA	Associate in Fine Arts
AGS	Associate Degree in General Studies
AS	Associate in Science
AC	Academic Certificate
CERT	Occupational Certificate

This document is available in alternate formats upon request.

Revised April 2015

TO TEST FOR AUTHENTICITY: Translucent globe icons *MUST* be visible from both sides when held toward a light source. The face of this transcript is printed on blue SCRIP-SAFE® paper with the name of the institution appearing in white type over the face of the entire document.

ADDITIONAL TESTS: The word COPY appears as a latent image. When this paper is touched by fresh liquid bleach, an authentic document will stain brown. A black and white or color copy of this document is not an original and should not be accepted as an official institutional document. This document cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have any questions about this document, please contact our office. ALTERATION OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE!

15158515

SCRIP-SAFE® Security Products, Inc. Cincinnati, OH



EMPLOYMENT APPLICATION

CITY OF MINNEAPOLIS
 250 South 4th Street Room #100
 Minneapolis, Minnesota 55415
 (612) 673-2282
<http://www.minneapolismn.gov/jobs>

James, Sarah Lynn
 2017-00094 COMMUNITY SERVICE OFFICER

Received: 4/20/17 11:08 PM
For Official Use Only:
 QUAL: _____
 DNQ: _____
 Experience
 Training
 Other: _____

PERSONAL INFORMATION

POSITION TITLE: COMMUNITY SERVICE OFFICER		EXAM ID#: 13.43 - Personnel Data
NAME: (Last, First, Middle) 13.43 - Personnel Data		
ADDRESS: (Street, City, State, Zip Code) 13.43 - Personnel Data		
HOME PHONE: 13.43 - Personnel Data	ALTERNATE PHONE:	EMAIL ADDRESS:
DRIVER'S LICENSE: 13.43 - Personnel Data	DRIVER'S LICENSE:	LEGAL RIGHT TO WORK IN THE UNITED STATES? 13.43 - Personnel Data

PREFERENCES

PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE? 13.43 - Personnel Data
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

EDUCATION

DATES: From: 9/2016 To: 8/2018	SCHOOL NAME: Minneapolis Community Technical College	
LOCATION:(City, State) Minneapolis, Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Law Enforcement		UNITS COMPLETED: 2 - Semester
DATES: From: 9/2009 To: 5/2011	SCHOOL NAME: Anoka Ramsey Community College	
LOCATION:(City, State) Anoka, Minnesota	DID YOU GRADUATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Law enforcement		UNITS COMPLETED: 4 - Semester

WORK EXPERIENCE

DATES: From: 12/2014 To: Present	EMPLOYER: Maxwell's American Pub	POSITION TITLE: Bartender, Server, Manager
ADDRESS: (Street, City, State, Zip Code) 1201 Washington Avenue South, Minneapolis, Minnesota 55415		COMPANY URL: Maxwellsbar.net
PHONE NUMBER: 612-354-7085	SUPERVISOR: Mike Rosensteen - General Manager	MAY WE CONTACT THIS EMPLOYER? 13.43 - Personnel Data
HOURS PER WEEK: 40	SALARY: \$3,400.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: As a manager, I delegate duties and tasks to staff so that they can serve customers in a proficient and safe manner. Set and monitor quality and service standards for staff. Communicate company policy, standards and procedures to staff. Oversee the preparation and presentation of beverages and food to meet set standards. Resolve customer complaints promptly. Monitor cleanliness and hygiene of bar area. Oversee the bar display to maximize functionality and attractiveness. I am responsible for end of day cash total for all employees. Accurately and proficiently served guests with their wants and needs. When I manage the restaurant, I am responsible for keeping the staff and customers safe.		

REASON FOR LEAVING:
13.43 - Personnel Data

DATES: From: 7/2004 To: 11/2012	EMPLOYER: Dominos	POSITION TITLE: Assistant Manager
ADDRESS: (Street, City, State, Zip Code) 17565 Hwy 65 NE, Ham Lake, Minnesota 55030		COMPANY URL: Dominos.com
PHONE NUMBER: 763-434-4300	SUPERVISOR: Dave Giefer - Owner/franchisee	MAY WE CONTACT THIS EMPLOYER? 13.43 - Personnel Data
HOURS PER WEEK: 32	SALARY: \$1,820.00/month	# OF EMPLOYEES SUPERVISED: 10

DUTIES:

Performed open and close duties. Handled end of day tasks, including computer and money management. Delegated to employees daily tasks of making/prepping food, and preparing food to be delivered. Assisted customers in food orders. Handled customer complaints. Supervised customer service representatives, and drivers.

REASON FOR LEAVING:

13.43 - Personnel Data

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills**OFFICE SKILLS:**

Typing:
Data Entry:

OTHER SKILLS:**LANGUAGE(S):**

Spanish - Speak Read Write

ADDITIONAL INFORMATION**Interests & Activities**

My interests and hobbies include building my physical abilities in strength, endurance and stamina. I have participated in marathons such as the "Turkey Trot" which helps raise money for holiday meals for the homeless and low income families. I ran in "The Lucky 7" marathon in Minneapolis which raises money for medical research "One Race at a Time." I also enjoy other physical fitness activities such as yoga, weight lifting, volleyball and swimming.

I consider myself a people person. I come from a large family that is very important to me. I have learned how to be patient and to be a hard worker. I have a solid work ethic, good people and management skills. I have a bubbly personality and know how to relate to others.

Volunteer Experience

I have volunteered my time to Our Lady of Peace in Minneapolis for their yearly fundraiser. I have also been involved with Safe Hands Animal Rescue giving my time, 13.43 - Personnel Data to help homeless and neglected pets in Minnesota.

REFERENCES

13.43 - Personnel Data

Agency-Wide Questions

1. **Have you ever been employed by the City of Minneapolis?**
No -- I have never been employed by the City
2. **For City of Minneapolis employees, in which department do you work?**
3. **For City of Minneapolis employees, please provide your job title.**
4. **For City of Minneapolis employees, please provide your employee ID or Badge number.**
5. **Do you have any related persons who work for the City of Minneapolis?**

13.43 - Personnel Data

6. **If you answered "Yes" to the nepotism question above, provide the related person's name, department they currently work in at the City, and their relationship to you.** 13.43 - Personnel Data
7. **Are you a veteran who is requesting Veterans' Preference Points? If yes, complete and attach to your application the Veterans Preference Form and your DD-214 showing discharge type.**
No
8. **The City of Minneapolis provides applicant notifications and status updates electronically.**
I understand that all notices and status updates will be sent to the e-mail address I provided in my application.

Job Specific Supplemental Questions

1. **The CSO program is designed to help students earn a 2-year law enforcement degree. Upon successful completion of the program, CSOs are expected to promote to Officer & make a 3-year commitment as an MPD Officer. Do you understand and are you able to commit to this expectation?**
Yes
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 and are you able to commit to this expectation?**
Yes
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 and are you able to commit to this expectation?**
Yes
4. **Will you be at least 18 years of age by December 18, 2017?**
13.43 - Personnel Data
5. **Do you or will you have a valid driver's license by May 22, 2017?**
13.43 - Personnel Data
6. **Are you willing and able to work daytime hours – Monday through Friday?**
13.43 - Personnel Data
7. **Will you be accepted/enrolled into a law enforcement program at a regionally accredited college/university by May 22, 2017?**
Yes
8. **Applicants who have already taken and passed the MN Board of POST Licensing Exam are NOT eligible for the CSO position. Have you ever taken and passed the POST Licensing Exam?**
13.43 - Personnel Data
9. **Have you applied with the City of Minneapolis in the past 3 years and been disqualified for intentional falsification or misrepresentation of information or material used for selection or employment purposes? (Civil Service 6.12F)**
13.43 - Personnel Data
10. **Have you ever been convicted of a felony as an adult?**
13.43 - Personnel Data
11. **Have you ever been convicted as an adult of: a) A felony in this state or in any other state or federal jurisdiction, or b) An offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota? (MN POST Rgmt.)**
13.43 - Personnel Data
12. **Have you ever been convicted as an adult of: a) Assault in the 5th degree, and/or b) Domestic assault? (MN POST Rgmt.)**
13.43 - Personnel Data
13. **Have you ever been convicted as an adult of any of these offenses: a) Mistreatment of residents/patients, b) Abuse, neglect, financial exploitation of, failure to report maltreatment of, or disorderly conduct in regards to a vulnerable adult? (MN POST Rgmt.)**
13.43 - Personnel Data
14. **Have you ever been convicted as an adult of prostitution related prohibited acts? (MN POST Rgmt.)**
13.43 - Personnel Data
15. **Have you ever been convicted as an adult of any of the following offenses: a) Presenting false claims, b) Medical assistance fraud, or c) Theft? (MN POST Rgmt.)**
13.43 - Personnel Data
16. **Have you ever been convicted as an adult of any state or federal narcotics or controlled substance law? (MN POST Rgmt.)**
13.43 - Personnel Data
17. **Have you ever been convicted as an adult of any of the crimes listed in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota? (MN POST Rgmt.)**
13.43 - Personnel Data
18. **Have you ever been a Minneapolis Police Reserve or Explorer?**
No
19. **Are you able to fluently speak, write, and understand any of the following languages? (Check all that apply)**
None of the above
20. **Do you currently live in the City of Minneapolis?**
13.43 - Personnel Data
21. **How did you find out about this position? (Select all that apply)**
13.43 - Personnel Data

22. Please specify where you heard about this position (e.g., website name, City of Minneapolis employee name, job fair, professional association). If it was a job fair, please specify which job fair.
13.43 - Personnel Data
23. Have you been suspended or terminated in the last 10 years from employment? If so, list why, when, and the outcome.
13.43 - Personnel Data
24. List all of your traffic offenses in the last 10 years including DWI. Do not include warnings. If so, list why, when, and the outcome (also are you on probation unsupervised/supervised?).
13.43 - Personnel Data
25. List all of your criminal offenses in the last 10 years including if you were listed as a suspect and never charged. If so, list why, when, and the outcome (also are you on probation unsupervised/supervised?).
13.43 - Personnel Data
26. Have you been listed as a plaintiff or defendant in any civil litigation (lawsuit) in the last 10 years? Explain.
13.43 - Personnel Data

The following terms were accepted by the applicant upon submitting the online application:

Please review your application to ensure that all sections have been completed. Incomplete applications will not be considered further. Although completing the demographics section is not required, we are requesting this data to help us measure our diversity efforts.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

By clicking on the "Accept" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete information could result in the rejection of my application or dismissal if I am hired. I understand that if I do not fully complete the online application sections that my application may be considered incomplete and not further considered. I understand that I may be required to verify any and all information given on this application. I understand that I will have to produce documentation verifying identify and employment eligibility in the U.S. I understand that the City of Minneapolis may contact prior employers and other references.

This application was submitted by Sarah Lynn James on 4/20/17 11:08 PM

Signature _____

Date _____

Community Service Officer Education Plan Policy
Minneapolis Police Department

FILED BY M R MAR 9 2018

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.

Sarah James
Community Service Officer's printed name

12-18-2017
Date

[Signature]
Community Service Officer's signature

[Signature]
Minneapolis Police Department Representative

12/18/17
Date

Cc: CSO Supervisor
Personnel File

ELECTRONIC VERSION OF THE MPD POLICY & PROCEDURE MANUAL

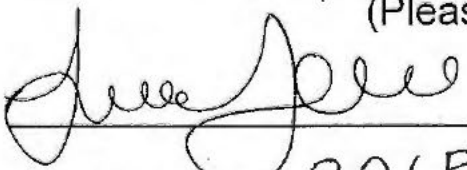
I understand that I am accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Police Department Policy and Procedure Manual and that I will be held accountable for abiding by the policies and procedures contained therein.

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: Sarah James

(Please print)

SIGNED: 

BADGE/EMPLOYEE #: 3265

DATE: 11-29-2017

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY

FULL BY MR JAN 082018



Police Department - Medaria Arradondo, Chief of Police
350 S. Fifth St. - Room 130
Minneapolis, MN 55415
TEL 612.673.3000
www.minneapolismn.gov

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. 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 the 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 Affair 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.

My Best,

Medaria Arradondo
Chief

Name Sarah James Employee Number 3265
Signature [Handwritten Signature] Date 11-29-2017

(Acknowledgement Receipt)

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

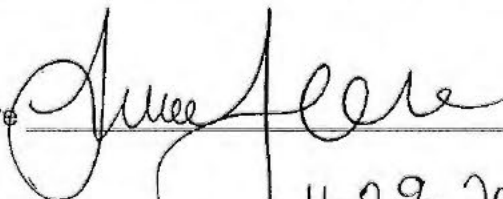
and effective September 10, 2005.

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



Date

11-29-2017

Nepotism Acknowledgement Form

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: Sarah James
Job Title: CSO Department/Division: MPD
Signature: [Handwritten Signature] Date: 11-29-2017

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

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: Sarah James
(please print)

EMPLOYEE SIGNATURE [Signature] Date: 11-29-2017

BADGE/IDENTIFICATION NUMBER: 3265

SUPERVISOR'S NAME AND SIGNATURE: [Signature] Date: 12/1/17

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.

PART B: Information About Health Coverage Offered by the City of Minneapolis

This section contains information about any health coverage offered by the City of Minneapolis. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name: City of Minneapolis		4. Employer Identification Number (EIN) 41-6005375	
5. Employer Address 350 South 5 th Street		6. Employer Phone Number 612-673-3333	
7. City Minneapolis	8. State MN	9. ZIP Code 55415	
10. Who can we contact about employee health coverage at this job? Human Resources Benefits Consultant			
11. Phone Number (if different from above) 612-673-3333		12. Email Address Benefits@minneapolismn.gov	

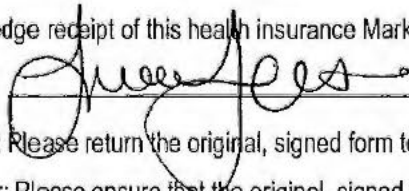
Here is some basic information about health coverage offered by the City of Minneapolis:

- As your employer, the City offers a health plan to certain employees. Eligible employees are employees who, at the time of hire, are regularly scheduled to work at least 30 hours per week or who average at least 30 hours of service per week during a 52 week measurement period.
- For 2017, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$20.00.
- With respect to dependents, the City offers coverage. Eligible dependents include the eligible employee's spouse, the eligible employee's child, and any other person who qualifies as a dependent of the employee for the purposes of Sections 105 and 106 of the Internal Revenue Code of 1986, as amended from time to time, as clarified in Revenue Procedure 2008-48.
- The City's coverage is designed to meet the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- Even though the City intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.
- If you purchase a health plan through the Marketplace instead of accepting health coverage offered by the City, then you will lose the City's contribution to the City's health coverage. Also, this City contribution—as well as your employee contribution to the City's health coverage—is excluded from income for Federal and State income tax purposes. Your payments for health coverage through the Marketplace are made on an after-tax basis

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

I acknowledge receipt of this health insurance Marketplace notice.

Signature: _____



Date: _____

11-29-2017

Employee: Please return the original, signed form to your supervisor and keep a copy for your records.

Supervisor: Please ensure that the original, signed form is filed in the employee's personnel file.

POLICE COMMUNITY SERVICE OFFICER (CSO) LOAN AGREEMENT

THIS AGREEMENT, entered into this 18 day of December, 2018, by and between the City of Minneapolis (hereinafter called the "City") and Sarah James (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.

12-17, 2018
Date

Sarah James
Printed Name
Applicant for Police Community Service Officer (CSO)

[Signature]
Signature

CITY OF MINNEAPOLIS

Pre-Service Training Lieutenant

[Signature]
CSO Sergeant

**Minneapolis Police Department
Personnel File**

ASSIGNMENT

SECTION

Employee: James, Sarah

Badge / Employee Number: 003265

Rank History

Close

Rank History for: Sarah James
Employee ID Number: 003265

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Police Officer	12/10/2019		0	12/10/2019	2019	13.43 - Personnel Data	
Edit	Delete	Police Recruit	8/20/2019	12/8/2019	0	8/20/2019	2019		
Edit	Delete	Police Cadet	7/29/2019	8/19/2019	0	7/29/2019	2019		
Edit	Delete	Community Service Officer	12/16/2017	7/28/2019	0	12/18/2017	2017		

Unit Assignment History

Close

Add Historical Assignment

Assignment(s) for: Sarah James

Employee ID Number: 003265

Edit	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change
		13.43 - Personnel Data	Temporary	1/25/2018	2/5/2018	
	Delete	CSO Program	Primary	12/18/2017	7/28/2019	
		Academy	Primary	7/29/2019	12/14/2019	
		Pct 4 13.43 - Personnel Data	Primary	12/15/2019	1/4/2020	
		Pct 4	Primary	1/5/2020	2/1/2020	
		FTO Program	Secondary	12/15/2019	7/18/2020	
		Pct 2 13.43 - Personnel Data	Primary	2/2/2020	7/18/2020	
	Edit	Pct 3	Primary	7/19/2020		

**Minneapolis Police Department
Personnel File**

TRAINING

SECTION

Employee: JAMES, Sarah

Badge / Employee Number: 003245

Training Records

Training History for: Sarah James

Employee Id: 003265

Total Continued Education Credits: 30.0

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
Edit	Delete	2020 Annual In-Service Training Program, Phase I, January - December, Multiple Dates	2/20/2020	2/20/2020	Not Applicable	7.00					
Edit	Delete	2020 Annual In-Service Training Program, Phase I, January - December, Multiple Dates	2/19/2020	2/19/2020	Not Applicable	7.00					
Edit	Delete	2020 Annual Semi-Automatic Handgun and Gas Mask Fit Testing, January - February, Multiple dates	2/4/2020	2/4/2020	PASS	1.00					
Edit	Delete	2019 X-CEL Energy Active Shooter Exercise, December 14, 2019	12/14/2019	12/14/2019	Not Applicable	7.00					
Edit	Delete	2019 Procedural Justice III for Cadets (Dec 12)	12/12/2019	12/12/2019	Not Applicable	0.00					***Academy Course
Edit	Delete	2019 SFST Training Program for Cadets (Nov 04-05)	11/4/2019	11/5/2019	Not Applicable	0.00					***Academy Course
Edit	Delete	2018 PIMS Basic Training-CSO's-	5/22/2018	5/22/2018	Not Applicable	8.00					August 19, 21 & 22.

	Group 2 (May 22)									
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