### Minneapolis Police Department Personnel File

#### **EMPLOYMENT**

#### SECTION

Employee: Kelles, Ryan

Badge / Employee Number: 3714

\*Indicates required info

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

FILED BY MRMAR . 9 2018

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*Employee ID Number: 003714	*Employee Name:	Ryan Keyes	
*Effective date of Action: 12/	19/17 *Action/Reasons:	Pay Rate Change City Step Adjustment	
*Are these changes permanent?	✓ Yes ☐ No	If temporary,	
*Is this a Detail?	✓ Yes ✓ No	indicate expected end date:	
*Is this a Concurrent Job?	Yes V No		(12-14c. )
*Dept Code: POLICE DEPARTMENT - 4000000	Location Code:	4000C Company Code:	4PL (City and MBC)
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*Job Code/Job Title: Position Number (if applicable):			
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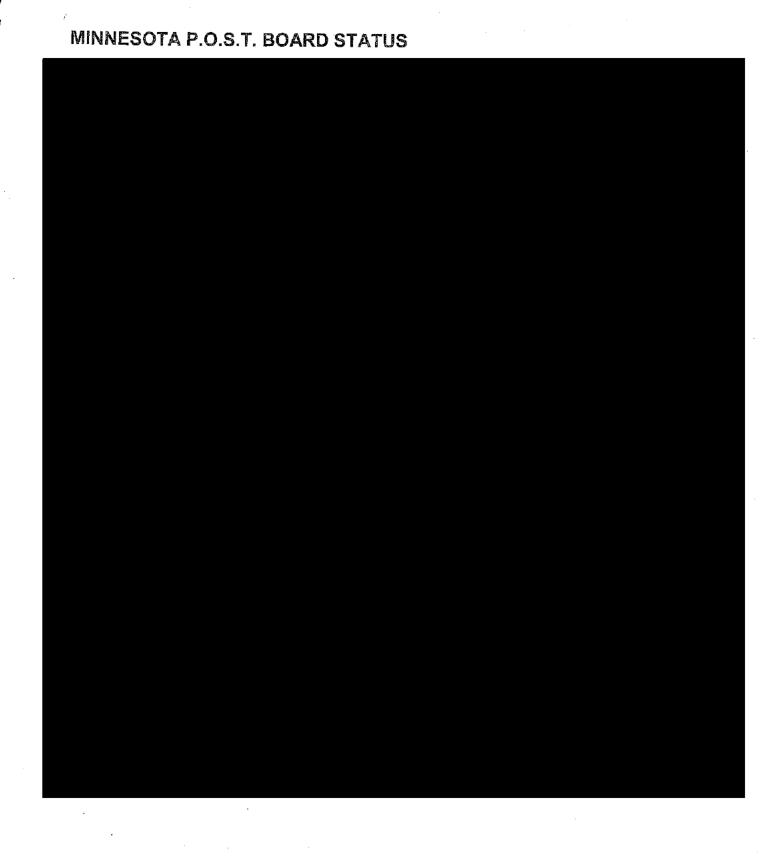
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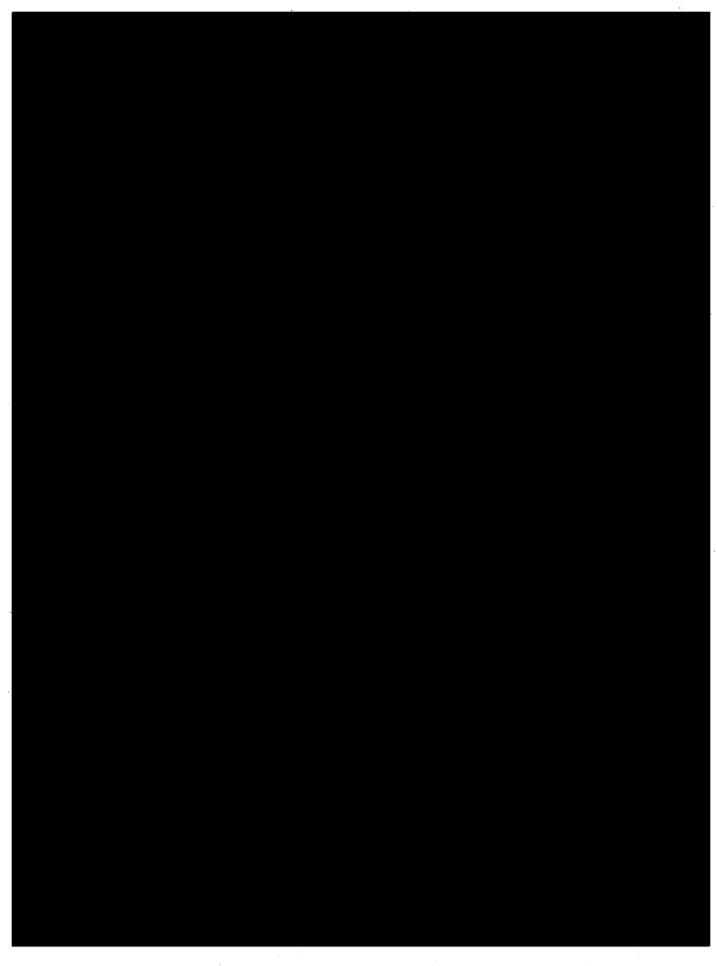
#### City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

FILED BY MRMAR . 9 2018

Employee Job Change Form 003714 Ryan Keyes 'Employee Name: \*Employee ID Number: Pay Rate Change City Step Adjustment \*Effective date of Action: 12/19/17 \*Action/Reasons: √ Yes No If temporary. \*Are these changes permanent? ✓ Yes No indicate expected end date: \*Is this a Detail? No 'Is this a Concurrent Job? Yes Company Code: MPL (City and MBC) \*Dept Code: POLICE DEPARTMENT - 4000000 4000C **Location Code:** \*Job Code/Job Title: Position Number (if applicable): REGULAR/TIEMPORAY/SEASONAL STATUS HOURS STATU ✓ Full-Time Regular Part-Time (enter hours per week): Intermittent (enter approximate hrs per week): EMPLOYEE CLASS G PASSIFIED INDICATION STANDARD HOURS PER WEEK (use 0 for details on intermittent): PAY GROUP (if Detail use postive pay group for all records) Current Step 16-Recruit JOB EARNINGS DISTRIBUTION (Combo Code) Earn Code Department REG REG REG PROBATION END DATE DATE LAST WORKED PROBATION 3 Months 6 months 12 months None Union Code New Union Code Officer Code FICA Status Medicare Only Subject Non-Sworn Sworn Exempt Requires SEI (Statement of Economic Interest) 'Date - enter below \*Submitted By (type or print name below) 02/01/18 Heather Rende 'Approved By (Signature of authorized department representative below) \*Date - enter below 02/01/18 nd department representative below) \*Date - enter below \*Date - enter below \*If Transfer or Voluntary Demontion Employee Signature below) \*Date - enter below \*Entered into HRIS by (HRIS Representative Signature below)

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#### 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.

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#### MILITARY SERVICE



#### **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.

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	(from: month/year)	(to: month/year)	(position)	
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(employer) INC		(phone)
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## MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE 1501 Hennepin Ave, Minneapolis, MN 55403 612-659-6000 www.minneapolis.edu

FICE No. 002362

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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

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 and Technical College was created

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

Certain courses from Minneapolis Area Vocational and Technical Institute are recorded in clock 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 hours. One semester credit is equal to 36 clock hours. transcript

## 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

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

# Grading System and Grade Point Equivalents

= 3.00= 2.00= 4.00

= 1.00

00.00 H D C H

= 0.00 No credit (no longer used)

= 0.00 No credit

coursework or higher. Prior to Fall 2000, Pass is Fall 2000 to present, Pass is equal to C level 0.00 Pass, credit granted II

equal to D level coursework or higher. = 0.00 Incomplete

= 0.00 Withdrawal, no credit ≥

= 0.00 Audit, no credit AU

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

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 Semester courses numbered below 1000, and quarter designated as CE or CT.

## ADA Statement

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

# Transcript Symbols

Repeated course, not counted in GPA Repeated course, counted in GPA

Grade not yet submitted; course may be in progress

Developmental; not applicable to degree

Exchange course offered by consortium agreement no longer used) X

Advanced standing granted per transfer work Ang onger used)

Audit (no longer used)

Withdrawal while failing *(no longer used)* 

Withdrawal while passing (no longer used) WΡ

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

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

# MCFC is an equal opportunity educator and employer

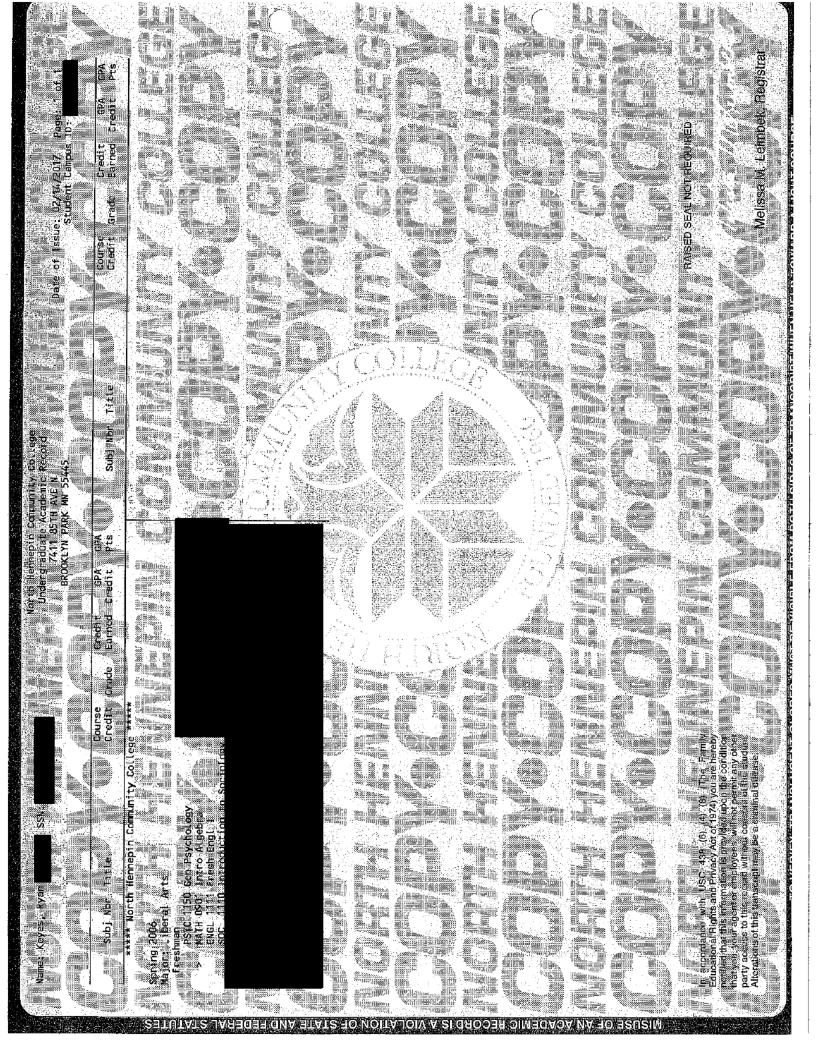
Revised 08/07/2015

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

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



## Authenticit

This transcript is official only if it bears the seal of North Hennepin Community College and the signature of the Registrar.

# Release of Information

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended release of this record or disclosure of its contents to any other party without the written consent of the student is prohibited.

## Accreditation

North Hennepin Community College is a member of the Minnesota State Colleges and Universities system and is accredited by the North Central Association of Colleges and Secondary Schools. Many specialized programs also have professional accreditation.

# Institutional History

North Hennepin State Junior College was established in 1966. In 1973 North "Hennepin State Junior College changed its name to North Hennepin Community College. North Hennepin Community college is a part of the Minnesota State Colleges and Universities system and is located in Brooklyn Park, MN.

#### \redits

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

# Honors Designations

Highest Honors/High Honors Scholar – Completed Honors Program NHCC Scholar – Final Cumulative GPA of 3.5 or higher

# Course Numbering System

Quarter courses numbered below 100 and semester courses numbered below 1000 are developmental and not applicable to any degree or award (note > symbol). Courses offered via consortium agreement with other institutions have the designation CC 1000.

Tollege FICE code 002370



North Hennepin Community College

763-424-0719 • 1-800-818-0395 • Fax 763-493-0563 • www.nhcc.edu 7411 85th Avenue North, Brooklyn Park, MN 55445

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ADDITIONAL TESTS: The institutional name and the word COPY appear on alternate rows 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 NORTH HENNEPIN COMMUNITY COLLEGE • NORTH HENNEPIN C

Grades and Symbols
A Excellent

Above average
Average

D Below average

F Failure

FN Failure for non-attendance – college level course

...

HA/B Denotes course taken for honors credit
 Incomplete

N No credit (no longer used as of Summer 1992)

NC No credit

NN Failure for non-attendance – developmental course

P Pass

Unsatisfactory (no longer used as of Spring 1999)
Unsatisfactory (no longer used as of Spring 1972)

R Repeat (credits of corresponding course are noted in parentheses)
V Audit (no longer used as of Fall 1998)

W Withdrawal

Z Grade not submitted (course may be in progress)

Not applicable to degree

Academic Amnesty (Forgiveness)

## Awards Granted

Associate in Arts Associate in Fine Arts Associate in Science Associate in Applied Science

Associate in Applied Science

### Certificate Policies

North Hennepin Community College policies can be found at www.nhcc.edu MnSCU Policies can be found at www.mnscu.edu

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# Metropolitan State University

700 East Seventh Street, Saint Paul MN 55106-5000 651.793.1300 www.metrostate.edu

FICE No. 010374

A member of the Minnesota State Colleges and Universities system

# History of Metropolitan State University

for its successful approach to high-quality teaching and State has acquired a national and international reputation university with a commitment to excellence, Metropolitan Metropolitan State University was established in 1971 by learning for students of all ages. admitted its first students in 1972. As an innovative other educational institutions. Metropolitan State the metropolitan area whose needs were not being met by the Minnesota Legislature expressly to serve students in

## Accreditation

Bachelor of Social Work program is accredited by the and Doctor of Nursing programs are accredited by the The Bachelor of Science, Master of Science in Nursing Commission on Collegiate Nursing Education. The 500, Chicago, IL 60604-1411; 1.800.621.7440). Central Association (230 South LaSalle Street, Suite 7! Metropolitan State University is accredited by The Higher Council on Social Work Education, Learning Commission and a member of the North

# Academic Calendar/Enrollment Terms

enroll after fall 1998, a quarter to semester conversion For students enrolled prior to fall 1998 that continued to Credit is recorded in semester hours beginning fall 1998. Credit is recorded in quarter hours through summer 1998 earned and transferred from quarter to semester hours line will appear on the transcript converting all credits

# Official Grading Policy

to 1978. Upon request, a narrative transcript may be Prior to fall 1994, letter grades, in addition to narrative between 1978 - fall semester 1994 issued in addition to a standard transcript for courses narrative transcripts will be issued for courses taken prior however an official GPA was not calculated. Only course evaluations, could be requested by the student; grading and point averaging policy fall quarter 1994. Metropolitan State University adopted its first official

# An equal opportunity educator and employer

## Grading System

1972 through summer 1994

"B" or better for graduate courses. "C" grade level or better for undergraduate courses, and S=Competence Achieved and indicates performance at

## NC=No Competence

## Fall 1994 to Present: Grades included in GPA calculations

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D <sub>*</sub>	Ç	C	Ç	TI II
				7110
1.00	1.67	2.00	2.33	STIONER
	= 3.00 D**=	= 3.33 C- = = 3.00 D**=	= 3.67 C = = 3.33 C- = = 3.00 D**	$\begin{array}{cccccccccccccccccccccccccccccccccccc$

grades are not averaged \*\*Grades of D or F may be repeated. In these cases the

GPA Credits (GPA Crs) for Metropolitan State University and consortium courses. GPA is calculated by dividing GPA Points (GPA Pts) by

# Grades not included in GPA calculations

## Transfer Credits

semester hours. Transfer credits entered fall 1998 or later are recorded in in quarter hours in the space marked transfer credits. institution of higher learning or by petition are recorded Prior to fall 1998, credits accepted from another

## Authenticity

marked \*\*eTranscript\*\* in upper right corner signature. Official e-transcripts have a cover page and are Official paper transcripts must bear the raised seal of Metropolitan State University and the Régistrar's

# FERPA/Release of Information

transcript may not be released to any other party without Privacy Act of 1974, as amended, information from this the written consent of the student. in accordance with the Family Educational Rights and

## Course Numbering

All graduate courses are so noted. All undergraduate courses are at the upper division level 1972 through summer 1994: No course numbers given.

of learning opportunity. Fall 1994 to present: Course numbers designate the leve

300 Level-Intermediate Courses 200 Level-Introductory Courses 100 Level-Introductory Courses

500 Level-Advanced Courses 400 Lével-Intermediate Courses 500G Level-Graduate Courses

600 Level-Graduate Courses 700 Level-Doctoral Courses

\*\*\*L-Course Lab 800 Level-Graduate Courses (through 1998) 7000 & 9000 Level-Non-Credit Courses

\*\*\*A-Study Abroad Courses

Transcript Symbols \*\*\*I-Independent Study Courses

credit, GPA calculations, and degree Indicates courses excluded from requirements

Not applicable to degree Consortium course/Dual entollment

Repeated course, counted in credit and GPA calculations

Repeated course, not counted

## Graduation Honors

of each college. Currently, honors is awarded as follows: Prior to 2012, honors was awarded to the top 10 percent

- Summa Cum Laude 3.900 of higher
- Magna Cum Laude 3.800 to 3.899
- Cum Laude 3.700 to 3,799

## ADA Statement

Metropolitan State is committed to making all buildings inform university staff of their specific needs as far in important that students with documented disabilities comply with the Americans with Disabilities Act. It is advance as possible. programs, and services accessible to all students and to

Last Revision 03/20/2016-

paper is produced with the highest level of security available today. Verification of some of these security features can be accomplished by: TO TEST FOR AUTHENTICITY: The face of this document has a blue background and the name of the institution printed across the face. Also note this Safetinage "a security Noting the Safetimage<sup>m</sup> security paper is watermarked. Hold up to transit light to verify.

Identifying visible blue and red fibers embedded into the paper.

Inspecting with a UV black light to view invisible fluorescent blue fibers.

Applying fresh liquid bleach to activate color stain chemical protection reaction

Inspect background with a magnifier to verify the encrypted NaNOcopy" algorithm.

Photocopying this document produces the word tls:5.686,874, 5,772,246, 5,873,504, 5,704,651, 5,396,927, 6,665,406 word "COPY" across the face. 365,406, 6,692,030, 7,196,822 | www.ISP-VFT.COM







#### HIRE/PERSONNEL ACTION FORM

**Employee Information** Keyes, Ryan Employee: Address 1: Address 2: Zip: State: City: Phone: Ethnicity: Gender: **Hire Information** Person ID: Police Officer Job Class: Job Class #: 08173C \$29.64 Pay Rate: Hire Date: 08/07/17 Police Department: Location Police Code: Full-time Job Term: Hire Req. #: Comments: Badge 3714 EEID 003714 Additional Information Hire, New Hire - Regular Action/Action Reason: 16 Salary Step: Earnings Distribution % - 1: 100 Earnings Distribution % - 2: Combo Code - 1: Combo Code - 2: **Probationary Date: Expected End Date:** 

Printed on July 27, 2017

**Minneapolis Police Department** 

		Candidate information	
First Name		Middle Name	Last Name
Date of Birth	Ryan	Marital Status	Keyes Social Security Number
157 - T-150			500 S
	1	Emergency Contacts	
Primary			
_			
TALKS SALES			
¥ 5			

Please type or print – must be legible. Return completed form to MPD Human Resources Email: <u>heather.rende@minneapolismn.gov</u> or Fax: 612-235-7910

The above information is necessary to expedite the hiring process in the event you are selected for a final job offer. By completing this form it does not promise and/or imply a final job offer. Final job offers will be made if you successfully pass all pre-employment exams. If you do not receive a final offer, this information will be destroyed.



#### Police Department

Janeé L. Harteau Chief of Police

950 South 5th Street - Room 130 Minneapolis, MN 55415-1389

612 679-2735 TTY 612 679-2157 July 21, 2017

Ryan Keyes

Dear Ryan,

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 \$29.63 per hour. Thereafter, eligibility for subsequent step progression shall be as established by the Labor Agreement, assuming successful completion of performance requirements. City employees are paid bi-weekly. You will receive your first full paycheck on September 1, 2017.

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.

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.

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

Heatthcare: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective October 1, 2017. Please visit 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: Monday. August 7, 2017 - 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.

I-9 Requirements Prior to Start Date:

Identity verification and employment eligibility to work in the United States is now 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.newIG com to complete section 1 of the I-9 Form
- User employer code
- You will see a link for instructions once you have signed in

Please note that you are also required to present the original documents to prove your identity and authorization to work in the United States on your first day of employment.

Academy: The Police Academy is 18 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 equipment document.

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

Sergeant Steve Bantle

Heather Rende, Human Resources Consultant

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

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

I, Ryan Keyes racept the job offer of Police Officer as on	Itlined in this letter.
	7/21/17
Signature	Date

## 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: Ryan 1Cey 45	
(please print)	. / /
EMPLOYEE SIGNATURE	_ Date: 7/z1//7
BADGE/IDENTIFICATION NUMBER: 0037/4	. • <del></del>
	Date 7/20015

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.

Employer Name: City of Minneapolis	4. Employer Identification Number (EIN) 41-6005375	
5. Employer Address 350 South 5 <sup>th</sup> Street	6. Employer Phone Number 612-673-3333	
7. City Minneapolis	8. State 9. ZIP Code MN 55415	
10. Who can we contact about employee health cover Human Resources Benefits Consultant	rage at this job?	
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 <a href="http://www.mnsure.com/">http://www.mnsure.com/</a> If you are a Minnesota resident or, <a href="https://www.healthcare.gov/">https://www.healthcare.gov/</a> 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: 7/21/17
Employee: Please return the original, signed form to your supervisor a	•
Supervisor: Please ensure that the original, signed form is filed in the	employee's personnel file.

### 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 7/

121/17



#### Police Department

Janeé L. Harteau Chief of Police 350 South 5th Street - Room 130 Minneapolis MN 55415-1389 612 673-2735 TYY 612 673-2157

#### 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 focated on the Intranet at: <a href="http://www.ci.minneapolis.mn.us/policies/poilcles\_electronic-communications-policy">http://www.ci.minneapolis.mn.us/policies/poilcles\_electronic-communications-policy</a>. 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 envone 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.

Name Pyan Keyes Employee Number 003714

Signature Date 7/21/17

of Police Janeé Harteau

3111 Chy Information and Services

www.mlimeapolismn.gov Affermative Action Employer

#### 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:	Ryan	Key e	se print)		
SIGNED:				1	
BADGE/E	MPLOYEE #:		and the second second		,
DATE:	7/21/17				

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY

#### **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: Ryan	Keyes
Job Title: Police Becaut	Department/Division: Police
Signature:	Date: 7/21/17

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

## Minneapolis City of Lakes

**EMPLOYMENT APPLICATION** 

CITY OF MINNEAPOLIS

250 South 4th Street Room #100 Minneapolis, Minnesota 55415 (612) 673-2282

http://www.minneapolismn.gov/jobs

Keyes, Ryan

Rece	ived:	1/13/17
0.24	A 14	

8:24 AM

For Official Use Only:

QUAL:\_ DNQ:

Experience □Training

2016-00419 POLICE OFFICER (RECRUIT)		□Other:	
	PERSONAL IN	FORMATION	
POSITION TITLE: POLICE OFFICER (RECRUI	T)	EXAM ID#:	
NAME: (Last, First, Middle Keyes, Ryan J	2)	SOCIAL SECURITY	NUMBER:
ADDRESS: (Street, City, S	State, Zip Code)		
HOME PHONE:	ALTERNATE PHONE:	EMAIL ADDRESS:	
DRIVER'S LICENSE:	DRIVER'S LICENSE: State Number:	LEGAL RIGHT TO W	ORK IN THE UNITED
	PREFERE	NCES	

	PREFERENCES
PREFERRED SALARY:	ARE YOU WILLING TO RELOCATE?  Ores On Omaybe
WHAT TYPE OF JOB ARE YOU LOOKING	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	MARK .
OBJECTIVE:	

	EDUCATION			
<b>DATES:</b> From: 8/2010 To: 12/2010	SCHOOL NAME: Hennepin Technical College			
LOCATION:(City, State) Brooklyn park, Minnesota	DID YOU GRADUATE? □Yes ■No	DEGREE RECEIVED: No Degree		
MAJOR: Emergency Medical Services Specia	alist	UNITS COMPLETED:		
<b>DATES:</b> From: 8/2007 To: 10/2009	SCHOOL NAME: Minneapolis community and Tecl			
LOCATION:(City, State) Minneapolis, Minnesota	DID YOU GRADUATE?  ■Yes □No	DEGREE RECEIVED: Associate's		
MAJOR: Law Enforcement	UNITS COMPLETED:			
<b>DATES:</b> From: 1/2006 To: 5/2006	SCHOOL NAME: North Hennepin Community Colle	ege		
LOCATION:(City, State) Brooklyn Park, Minnesota	DID YOU GRADUATE? □Yes ■No	DEGREE RECEIVED: No Degree		
MAJOR: General	UNITS COMPLETED:			
DATES: From: To:	SCHOOL NAME:  Monticello High School/Turning Point ALP			
LOCATION:(City, State) Monticello, Minnesota	DID YOU GRADUATE?	DEGREE RECEIVED: High School Diploma		
<b>DATES:</b> From: 1/2012 To:	SCHOOL NAME: Metropolitan State University	SCHOOL NAME:		
LOCATION:(City, State) St. Paul, Minnesota	DID YOU GRADUATE? □Yes ■No	DEGREE RECEIVED: Bachelor's		
MAJOR: Undeclared		UNITS COMPLETED:		

WORK	EXPERIENCE
------	------------

Todd Horan - Manager SALARY: # OF EMPLOYEES SUPERVISED: HOURS PER WEEK: 30

#### **DUTIES:**

**Customer Service** 

Open store

Close store

Count cash

Prepare deposits

Clean

REASON FOR LEAVING:

POSITION TITLE: EMPLOYER: DATES: Delivery Driver DeAngelos From: 1/2008 To: 1/2008

Count cash

Prepare deposits

Clean

DATES:

REASON FOR LEAVING:

From: 4/2004 To: 8/2004

EMPLOYER: Gever Rental POSITION TITLE:

NEOGOV	Insigh
--------	--------

11/2017 -> 1	NEOGOV insignt	
ADDRESS: (Street, City, State, Zip 1816 St. Germain, St. Cloud, Minn	Code) esota 56301	COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Zaldie Kruchten - Tent Manager	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK: 25	SALARY:	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> Deliver and set up rental equipmer Clean and store rental equipment	nt	
PEASON FOR LEAVING:		•
DATES: From: 5/2003 To: 4/2004	EMPLOYER: River Inn Steakhouse and Saloon	POSITION TITLE: Cook
ADDRESS: (Street, City, State, Zip Hwy 25 and Co Rd 11, Monticello,	Code)	COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Ken Morse - Kitchen Manager	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK:	SALARY:	# OF EMPLOYEES SUPERVISED:
<b>DUTIES:</b> Prepare food items Clean and maintain kitchen area Customer service		
REASON FOR LEAVING:		
DATES:	EMPLOYER:	POSITION TITLE: Cook
From: 4/2002 To: 6/2003  ADDRESS: (Street, City, State, Zip 100 6th St, Monticello, Minnesota!		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Gayle - Manager	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK: 25	SALARY:	# OF EMPLOYEES SUPERVISED:
Prepare food items Clean and maintain kitchen area Customer service Operate cash register		
REASON FOR LEAVING		
	CERTIFICATES AND LICENSES	

CERTIFICATES AND LICENSES						
TYPE:						

Nothing Entered For This Section

REFERENCES

#### 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?
- 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.
- 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

 I understand that giving false information at any time throughout this examination will result in disqualification from this examination.

Yes

I have read the job announcement and meet all required qualifications.

Yes

I am P.O.S.T. Eligible and I understand that I must submit my proof of P.O.S.T. with my application to be considered further. Once I have submitted my application, I understand that I can not go back to make changes or additions.

Ye

4. How many years of previous full-time, sworn experience do you have?

None

5. Do you have a Bachelor's Degree?

No

Do you have a Master's Degree?

No

7. Are you a Minneapolis resident?

8. Have you ever been a Minneapolis Police Reserve or Explorer?

No

Have you applied with MPD 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)

10. Are you listed as a "Respondent" of a current Restraining or Harassment Order of Protection? (MPD Standard)

Are any of the following statements true? (MPD Standard) •You are listed as a defendant or suspect in any pending or active criminal case •You have an outstanding warrant •You are considered to be a fugitive from justice

Have you ever been convicted (adult conviction) of any of the following? (MPD Standard) • Mistreatment of residents or patients • Abuse or neglect • Financial exploitation of a vulnerable adult or child • Failure to report maltreatment of a vulnerable adult or child • Disorderly conduct in regards to a vulnerable adult or child

Are you able to fluently speak, write, and understand any of the following languages? (Check all that apply)

None of the above

14. Have you been suspended or terminated in the last 10 years from employment? If so, list why, when, and the outcome.

15. 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?).

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?).

Have you been listed as a plaintiff or defendant in any civil litigation (lawsuit) in the last 10 years?

17. Explain.

- 18. How did you find out about this position? (Select all that apply)
- 19. Please specify where you heard about this position (e.g., website name, City of Minneapolis employee name, job fair, professional association).

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 Ryan Keyes on 1/13/17 8:24 AM							
Signature							
Date							

## Minneapolis Police Department Personnel File

### ASSIGNMENT

### SECTION

Employee: Keyes, Ryan

Badge / Employee Number: 3714

#### Rank History

Close

Rank History for: Ryan Keyes Employee ID Number: 003714

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Police Officer	12/19/2017		0	12/19/2017	2017		Promotion
Edit	Delete	Police Recruit	8/7/2017	12/18/2017	O	8/7/2017	2017		fire

#### Unit Assignment History

Close

Add Historical Assignment

Assignment(s) for: Ryan Keyes Employee ID Number: 003714

	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change	
	Delete	1.	Primary	8/7/2017	12/30/2017		
			Temporary	12/31/2017	1/24/2018		
7			Temporary	1/25/2018	2/5/2018		
			Temporary	2/6/2018	3/3/2018		
			Primary	12/31/2017	7/21/2018		
			Temporary	3/4/2018	7/21/2018		
Edit			Primary	7/22/2018			

## Minneapolis Police Department Personnel File

# AWARDS & COMMENDATIONS

### SECTION

Employee: _	Keyes.	RYAN	
	,		

Badge / Employee Number: 3714

## Minneapolis Police Department Personnel File

### TRAINING

### SECTION

Employee: Keyes, Ryan

Badge / Employee Number: 3714

Add

#### **Training Records**

Training History for: Ryan Keyes
Employee Id: 003714

Total Continued Education Credits: 219.0

Total Instructor Credits: 0.0

(1864) 1970 (1964) 1860 (1964) 1960 (1964) 1864 (1964) 1864 (1964) 1964 (1964)

(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	2018 Annual Shot Gun Training, ONLY, August - September, Multiple Dates	9/6/2018	9/6/2018	Not Assigned	5.00					
Edit	Delete	2018 Annual CIT/IMPACTS, ONLY, August - September, 2018	9/6/2018	9/6/2018	PASS	4.00					
Edit	Delete	2018 Procedural Justice and NARCAN Training Program, GROUP B, JULY - SEPTEMBER DATES	7/19/2018	7/19/2018	Not Assigned	7.00				z	
Edit	Delete	2018 CIT Training Program, April 9-13, 2018	4/13/2018	4/13/2018	Not Applicable	35.00			,		
Edit	Delete	2018 CIT Training Program, April 9-13, 2018	4/12/2018	4/12/2018	Not Applicable	35.00					
Edit	Delete	2018 CIT Training Program, April 9-13, 2018	4/11/2018	4/11/2018	Not Applicable	35.00					
Edit	Delete	2018 CIT Training Program, April 9-13, 2018	4/10/2018	4/10/2018	Not Applicable	35.00					
Edit	Delete	2018 CIT Training Program, April 9-13, 2018	4/9/2018	4/9/2018	Not Applicable	35.00					
Edit	Delete	2018 PIMS Basic Patrol Training Program, March 26-28, 2018	3/28/2018	3/29/2018	Not Applicable	7.00					
Edit	Delete	2018 PIMS Basic Patrol Training Program, March 26-28, 2018	3/27/2018	3/28/2018	Not Applicable	7.00					
Edit	Delete	2018 PIMS Basic Patrol Training Program, March 26-28, 2018	3/26/2018	3/27/2018	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,	1/17/2010	1/1//2010	Not	1.00					
Edit	Delete	2018	1/10/2018	1/10/2018	Applicable	6.00		<u> </u>		aur.communition	
Edit	Delete		11/27/2017	11/27/2017	Not Applicable	0.00					
Edit	Delete	2017 Procedural Justice Module 3-Academy (Nov 09)	11/9/2017	11/9/2017	Not Applicable	0.00					
Edit	Delete	2017 Procedural Justice Module 1-Academy (Nov 01)	11/1/2017	11/1/2017	Not Applicable	0.00					
Edit	Delete	2017 FEMA-IS- 00100.leb Introduction	10/24/2017	10/24/2017	PASS	0.00					Academy Course

		to Incident Command System for LE							
Edit	Delete	2017 FEMA-IS-00200.b ICS for Single Resources and Initial Action Incidents		10/24/2017	PASS	0.00			Academy Course
Edit	Delete	2017 FEMA-IS-00700.a Introduction to National Incident Management System	10/24/2017	10/24/2017	PASS	0.00			Academy Course
Edit	Delete	2017 FEMA-IS-00800.b Introduction to National Response Framework	10/24/2017	10/24/2017	PASS	0.00			Academy Course
Edit	Delete	2017 DVS Security and Confidentiality of Data and Recordes E-learning Module for New Employees (var)	10/15/2017	10/15/2017	Not Applicable	0.00			Academy Course