

# City of Saint Paul Police Officer

The City of Saint Paul is currently accepting applications for Police Officer under our Civil Service transfer rule. Applicants must be currently employed in another jurisdiction as a police officer.

## Selection Information

The City of Saint Paul will be utilizing a transfer rule to fill these positions. Selected applicants will be notified when and where to appear for an interview. Selected applicants must pass a medical exam (including drug and alcohol screening), psychological exam and extensive background check prior to hiring. New hires must successfully complete the police academy, including a physical fitness test, and will have a one-year probationary period after completion of the academy.

## Job Description

The complete job description can be found online at [www.stpaul.gov/jobdescriptions](http://www.stpaul.gov/jobdescriptions), or in the Human Resources office. All competencies in the job description are considered essential functions.

## Requirements

- Currently employed as a full-time Police Officer (or higher police department rank) by a public agency having a merit system.
- One year experience as a Police Officer.
- At least 21 years old.
- Licensed as a Peace Officer in the state of Minnesota, or eligible to take the MN reciprocity exam.
- Possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two-year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.

## 2010 Salary Rates

Minimum starting salary (bi-weekly): \$1,915.67

Maximum starting salary (bi-weekly): \$2,464.80

Will be determined at the time of hire, based on experience.



## Physical Fitness Standards

As the law enforcement profession is physically and emotionally challenging, the Saint Paul Police Department has established minimum fitness standards. To minimize disease, injuries and poor health risk, police officer candidates are expected to be physically fit prior to participating in the police academy. At the end of the academy, candidates must be able to successfully perform all physical tests.

The tests and standards include body composition, flexibility, muscular endurance, cardiovascular endurance and muscular strength. Detailed information can be found online at [www.stpaul.gov/index.asp?NID=1838](http://www.stpaul.gov/index.asp?NID=1838), or in the Human Resources office.

## Peace Officer Certification Reciprocity

The Minnesota Board of Peace Officer Standards & Training (P.O.S.T.) is responsible for licensing all active peace officers in Minnesota. Experienced peace officers from other states and some branches of the federal government may be eligible for reciprocity.

The P.O.S.T. Board advises that the only way to find out for sure if one is eligible is to submit an application for reciprocity. Applications are available on the P.O.S.T. website or by phone request. The entire reciprocity process normally takes about two months, but can be completed sooner if needed. Out-of-state candidates must receive reciprocity prior to hire.

Information about reciprocity is available on the P.O.S.T. website at [www.dps.state.mn.us/newpost/posthome.asp](http://www.dps.state.mn.us/newpost/posthome.asp), and questions should be directed to them at 651.643.3060.



## Application Process

Submit a résumé, completed Applicant Questions (below), and a legible photocopy of MN or out-of-state Peace Officer license to Human Resources via one of the following:

Email to: [jobs@stpaul.gov](mailto:jobs@stpaul.gov)

Fax to: 651.266.6490

Mail or in-person: Office of Human Resources  
25 W. 4th Street, Suite 200  
St. Paul, MN 55102

## Applicant Questions

Please answer the following questions and submit your responses with your résumé. Information from this questionnaire will be used to assist in interview selections.

1. What is your highest level of education? Include the name of the institute and your major/degree.
2. Which of the following assignment areas have you worked (include the number of months or years of experience)? Crisis negotiation, K-9 unit, motor officer, bike officer, gang unit, vice unit, traffic unit, S.W.A.T.
3. Describe your experience providing police-related instruction, including course names and lengths, institutions taught at, how often, etc.
4. Describe your experience with community involvement and/or volunteer work.
5. If you speak, read, and/or write fluently in another language, such as Hmong, Somali, Spanish or other language, please outline your experience and level of fluency.
6. Review the Criminal Background Standards below. Do you meet these standards (i.e., have not been convicted of any of the offenses, and are not required to register as a predatory offender)? Indicate “Yes, I meet the criminal standards” or “No, I do not meet the criminal standards.”

**Criminal Background Standards:** Under Minnesota Rules, Chapter 6700.0700, Minimum Selection Standards, applicants cannot be appointed to the position of peace officer if any of the following apply:

- Required to register as a predatory offender under Minnesota Statutes, section 243.166 or 243.167.
- Convicted of a felony in this state or in any other state or federal jurisdiction.
- Convicted of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota.
- Convicted under Minnesota Statutes, section 609.224, 609.2242, 609.231, 609.2325, 609.233, 609.2335, 609.234, 609.324, 609.465, 609.466, 609.52, 609.72, subdivision 3; or convicted under any state or federal narcotics or controlled

substance law irrespective of any proceeding under Minnesota Statutes, section 152.18, or any similar law of another state or federal law. (Minnesota Statutes can be found online at [www.revisor.leg.state.mn.us/statutes](http://www.revisor.leg.state.mn.us/statutes)).

- Convicted of any of the crimes listed in this item in another state or federal jurisdiction, or under local ordinance that would be a conviction if committed in Minnesota.

The following information is voluntary and is requested for summary reporting purposes.

- A. Indicate gender by stating “Male” or “Female.”
- B. Indicate Race/Ethnicity by stating one or more of the following:
  - American Indian or Alaska Native. A person having origins in any original peoples of North, Central and South America, and who maintains tribal affiliation or community attachment.
  - Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
  - Black, African or African American. A person having origins in any of the black racial groups of Africa.
  - Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
  - White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- C. Indicate whether or not you claim disability status by stating “Yes” or “No.”

Disability/Disabled is defined as (1) has physical, sensory or mental impairment (condition which significantly limits one or more life activities); (2) has a record of such an impairment (condition); or (3) is regarded as having such an impairment (condition).

