

**Minneapolis Police Department**

Candidate Information			
First Name <i>Joseph</i>	Middle Name <i>Frank</i>	Last Name <i>Michnowski</i>	
Date of Birth	Marital Status	Social Security Number	
13.43 - Personnel Data		13.355 - SSN	
Ethnicity	Gender		
13.43 - Personnel Data			
Emergency Contacts			
Primary			
13.43 - Personnel Data			
Secondary			
13.43 - Personnel Data			
Driver's License Information			
13.43 - Personnel Data			
Internal Only			
HR Approval	Date	HRIS	Date
Hire Date	Badge	Employee ID	

Please type or print – must be legible

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.

MPD HR use only

## 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 <sup>th</sup> Street		6. Employer Phone Number 612-673-2282	
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) 612-673-2282		12. Email Address hrstaff@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 2019, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$48.00.
- 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:

*Joseph Frank Michalski*

Date:

*2-2-2021*

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.

**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: Joseph Frank Michnowski  
(Please print)

SIGNED: Joseph Frank Michnowski

BADGE/EMPLOYEE #: # 4773 / 004773

DATE: 2-2-2021

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

All MPD Personnel:

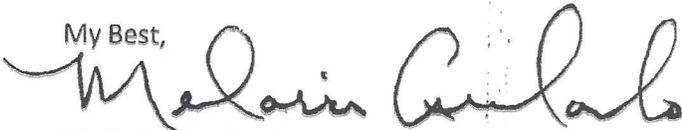
**RE: Important Message Concerning Email**

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

The policy covers all electronic communications, including the City's email, and internal and external websites. Every person who was given or has gained access to the City's computer system is responsible for adhering to 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 Joseph Frank Michnowski Employee Number 004773

Signature Joseph Frank Michnowski Date 2-2-2021  
(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

Joseph Frank Mikowski

Date

2-2-2021

**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: Joseph Frank Michnowski  
(please print)

EMPLOYEE SIGNATURE Joseph Frank Michnowski Date: 2-2-2021

BADGE/IDENTIFICATION NUMBER: # 4773 / 004773

SUPERVISOR'S NAME AND SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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.

## 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: Joseph Frank Michnowski  
Job Title: Police Officer Department/Division: MPD  
Signature: Joseph Frank Michnowski Date: 2-2-2021

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

**MINNEAPOLIS POLICE RECRUIT UNIFORM & EQUIPMENT AGREEMENT**

THIS AGREEMENT, entered into this 2<sup>nd</sup> day of February, 2021, by and between the City of Minneapolis (hereinafter called the "City") and Joseph Frank Michnowski (hereinafter called Police Recruit).

WHEREAS, a newly hired employee shall be entitled, at any time during the first 18 months of his/her employment, reimbursement for the purchase price paid by him/her for clothing or equipment which comports with the list of approved clothing and equipment established by the Department upon the recommendation of the Uniform Committee

WHEREAS, the maximum amount for which reimbursement is allowed shall be equal to three (3) times the annual clothing and equipment allowance in effect at the commencement of the new employee's employment. The reimbursement allowance shall be in lieu of the annual clothing and equipment allowance and, therefore newly hired employees shall not be entitled to the clothing and equipment allowance until after the third anniversary of their employment.

WHEREAS, if candidate for police officer fails to complete three full working years of service with the City after being successfully educated and trained to become a police officer by the City, the candidate shall be required to reimburse the City for some or all of his or her clothing and equipment as provided herein.

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

1. Any Police Recruit / 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.
2. If an employee leaves his/her employment with the Department prior to his/her third anniversary, the Department is entitled to recover from the employee an amount equal to 1/36 of the reimbursement allowance received by the employee during his/her employment times the number of full months by which the employee fell short of attaining his/her 36 month anniversary.

Joseph Frank Michnowski 2-2-21      Joseph Frank Michnowski #4773  
Recruit - Print Name                                      Date                                      Signature                                      Badge

\_\_\_\_\_  
Pre-Service Training Lieutenant                      Date                                      Signature                                      Badge



*Serving Community.  
Building Careers.*

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

February 1, 2021

Joseph Michnowski

### 13.43 - Personnel Data

Dear Joseph,

Congratulations on your new position and welcome to the City of Minneapolis! 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:** 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 as you accrue sick leave.

**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:** You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective 03/01/2021. Please visit <http://www.ci.minneapolis.mn.us/hr/benefits/index.htm> for more detailed plan information. 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%.

Revised January 2021

**Orientation:** Tuesday, February 16, 2021- 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 the following documents and equipment:

- Drivers license
- Social Security Card or Birth Certificate
- 2 blank checks (one for POST and one for direct deposit)
- Marriage Certificate (if married)
- Dependent Birth Certificate (if you have children)
- Eligible Dependents Supporting Documentation (see attachment Eligible Dependents and Supporting Documentation)
- Pen and Paper

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.

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.newI9.com](http://www.newI9.com) to complete section 1 of the I-9 Form
- Use employer code **11468**
- In the "Employment Date" field, enter your start date at the City
- You will see a link for instructions once you have signed in

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 15 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:

- Sgt. Kurt Schoonover (612) 919-9488
- Omaar Balton, Human Resources Consultant (612) 673-2713

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

Sincerely,



Amelia Huffman  
Deputy Chief  
Office of Professional Standards  
Minneapolis Police Department

Cc: Employee Personnel file  
Dept. HRIS administrator

*Revised January 2021*

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

Joe Michnuszki  
Signature

2/2/2021  
Date