

EMPLOYMENT APPLICATION		
	<b>CITY OF MINNEAPOLIS</b> 250 South 4th Street Room #100 Minneapolis, Minnesota 55415 (612) 673-2282 <a href="http://www.minneapolismn.gov/jobs">http://www.minneapolismn.gov/jobs</a>	Received: <b>13.43</b> PM <b>For Official Use Only:</b> QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____
	Lane, Thomas K <b>2018-00182 POLICE CADET (AMENDED)</b>	
PERSONAL INFORMATION		
<b>POSITION TITLE:</b> POLICE CADET (AMENDED)	<b>EXAM ID#:</b> 13.43 - Personnel Data	
<b>NAME: (Last, First, Middle)</b> Lane, Thomas K	<b>SOCIAL SECURITY NUMBER:</b> 13.43 - Personnel Data	
<b>ADDRESS: (Street, City, State, Zip Code)</b> 13.43 - Personnel Data		
<b>HOME PHONE:</b>	<b>ALTERNATE PHONE:</b>	<b>NOTIFICATION PREFERENCE:</b> 13.43 - Personnel Data
<b>DRIVER'S LICENSE:</b>	<b>DRIVER'S LICENSE:</b>	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> 13.43 - Personnel Data

PREFERENCES
Nothing Entered For This Section

EDUCATION		
<b>DATES:</b> From: 9/2014 To: 12/2016	<b>SCHOOL NAME:</b> University of Minnesota	
<b>LOCATION:(City, State)</b> Minneapolis, Minnesota	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR:</b> Sociology of Law, Criminology, a Deviance		<b>UNITS COMPLETED:</b>
<b>DATES:</b> From: To:	<b>SCHOOL NAME:</b> Century College	
<b>LOCATION:(City, State)</b> White Bear Lake, Minnesota	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Associate's
<b>MAJOR:</b> Associates in Arts		<b>UNITS COMPLETED:</b>
<b>DATES:</b> From: 8/1998 To: 5/2000	<b>SCHOOL NAME:</b> Mounds View High School	
<b>LOCATION:(City, State)</b> Arden Hills, Minnesota	<b>DID YOU GRADUATE?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>DEGREE RECEIVED:</b> No Degree

WORK EXPERIENCE		
<b>DATES:</b> From: 10/2017 To: Present	<b>EMPLOYER:</b> Hennepin County	<b>POSITION TITLE:</b> Juvenile Correctional Officer
<b>ADDRESS: (Street, City, State, Zip Code)</b> 510 Park Ave, Minneapolis, Minnesota, 55415		<b>COMPANY URL:</b> <a href="https://www.hennepin.us/residents/public-safety/juvenile-detention-center">https://www.hennepin.us/residents/public-safety/juvenile-detention-center</a>
<b>PHONE NUMBER:</b> (612) 348-8122	<b>SUPERVISOR:</b> Deb Soyring - Correctional Institution Supervisor	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$3,600.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Directly supervising high-risk 17-20 year old residents in a housing module, and creating structured programing for them. Quickly responding to calls for assistance in all areas of the building and documenting action taken. Working with the intake team and taking new admits through the fingerprints, search, and photos process.		
<b>REASON FOR LEAVING:</b> 13.43 - Personnel Data		
<b>DATES:</b> From: 5/2017 To: 5/2018	<b>EMPLOYER:</b> Boys Totem Town	<b>POSITION TITLE:</b> Assistant Probation Officer
<b>ADDRESS: (Street, City, State, Zip Code)</b> Mississippi National River and Recreation Area, 398 Totem Rd, St Paul, Minnesota, 55119		<b>COMPANY URL:</b> <a href="https://www.ramseycounty.us/boystotemtown">https://www.ramseycounty.us/boystotemtown</a>
<b>PHONE NUMBER:</b> (651) 266-5000	<b>SUPERVISOR:</b> Adam Erickson - Community Corrections Supervisor	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data

<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,200.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Duties include supervision of juvenile residents daily movement to school, meals, and activities, while ensuring appropriate behavior and conduct between peers and staff. Directly responsible for contacting and partnering with community outreach programs and planning off grounds activities to help residents safety transition back into the communities after they complete the program.		
<b>REASON FOR LEAVING:</b> 13.43 - Personnel Data		
<b>DATES:</b> From: 3/2017 To: 4/2017	<b>EMPLOYER:</b> Bellecour	<b>POSITION TITLE:</b> Server/back waiter
<b>ADDRESS:</b> (Street, City, State, Zip Code) 739 Lake St E, Wayzata, MN 55391, Minnesota, 55391		<b>COMPANY URL:</b> https://bellecourrestaurant.com
<b>PHONE NUMBER:</b> (952) 444-5200	<b>SUPERVISOR:</b> Jeanie Janas - General Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$3,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Working as part of a team with coworkers to effectively provide service to customers under time constraints in a fast passed environment.		
<b>REASON FOR LEAVING:</b> 13.43 - Personnel Data		
<b>DATES:</b> From: 1/2012 To: 3/2017	<b>EMPLOYER:</b> Acme Comedy Company & Sticks Restaurant	<b>POSITION TITLE:</b> Server
<b>ADDRESS:</b> (Street, City, State, Zip Code) 708 North 1st Street, Minneapolis, Minnesota, 55401		<b>COMPANY URL:</b> http://acmecomedycorpany.com
<b>PHONE NUMBER:</b> (612) 338-6393	<b>SUPERVISOR:</b> Derick Johnson - Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43
<b>HOURS PER WEEK:</b> 23	<b>SALARY:</b> \$1,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Providing team oriented customer service under time restraints to ensure customers could transitions to comedy show on time.		
<b>REASON FOR LEAVING:</b> 13.43 - Personnel Data		
<b>DATES:</b> From: 9/2015 To: 8/2016	<b>EMPLOYER:</b> The Exchange Minneapolis	<b>POSITION TITLE:</b> Security Guard
<b>ADDRESS:</b> (Street, City, State, Zip Code) 10 S 5th Street B100 , Minneapolis, Minnesota, 55402		<b>COMPANY URL:</b> http://theexchangempls.com
<b>PHONE NUMBER:</b> (612)886-2233	<b>SUPERVISOR:</b> Ben Quam - General Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 18	<b>SALARY:</b> \$800.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Greeting guest at the front door and checking for valid IDs, while assessing individuals for drug use and inebriation through brief conversation. Duties also included working as a team with up to four other employees to deescalate situations with individual who were escorted off the property or asked to leave.		
<b>REASON FOR LEAVING:</b> 13.43 - Personnel Data		
<b>DATES:</b> From: 3/2010 To: 9/2015	<b>EMPLOYER:</b> Brits Pub and Eating Establishment	<b>POSITION TITLE:</b> Server/security
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1110 Nicollet Mall, Minneapolis , Minnesota, 55403		<b>COMPANY URL:</b> http://www.britspub.com
<b>PHONE NUMBER:</b> (612) 332-3908	<b>SUPERVISOR:</b> Joseph Okell - manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 38	<b>SALARY:</b> \$3,200.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Serving: working in a fast pasted environment while being able to positively and quickly connect with guest and to anticipate their needs and actions. Security: ensuring compliance with states legal drinking age, escorting noncompliant guests off company property and ensuing their safety afterwards,		

REASON FOR LEAVING:		
13.43 - Personnel Data		
<b>DATES:</b> From: 8/2008 To: 3/2011	<b>EMPLOYER:</b> Sarnas Classic Grill	<b>POSITION TITLE:</b> bartender/server
<b>ADDRESS:</b> (Street, City, State, Zip Code) 3939 University Ave Ne , Columbia Heights, Minnesota, 55421		<b>COMPANY URL:</b> http://sarnasmn.com
<b>PHONE NUMBER:</b> 7637883939	<b>SUPERVISOR:</b> David Sarna - Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 38	<b>SALARY:</b> \$2,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Building positive relationships with local residents from diverse backgrounds through customer service interactions.		
REASON FOR LEAVING:		
13.43 - Personnel Data		
<b>DATES:</b> From: 8/2007 To: 6/2008	<b>EMPLOYER:</b> 8th street Grill	<b>POSITION TITLE:</b> Prep & Line Cook/Barback/Server/Bartender
<b>ADDRESS:</b> (Street, City, State, Zip Code) 800 Marquette Ave, Minneapolis , Minnesota, 55402		<b>COMPANY URL:</b> http://www.8thstreetgrillmn.com/contact
<b>PHONE NUMBER:</b> (612 )349-5717	<b>SUPERVISOR:</b> Mike Stuart - General Manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Ensuring quality food preparation, attending to the needs of customers and coworkers while trying to create a positive environment for both.		
REASON FOR LEAVING:		
13.43 - Personnel Data		
<b>DATES:</b> From: 5/2006 To: 5/2007	<b>EMPLOYER:</b> The Home Depot	<b>POSITION TITLE:</b> sales associate/department head
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1520 New Brighton Blvd, Minneapolis, Minnesota, 55413		<b>COMPANY URL:</b> http://www.homedepot.com/l/Brighton-Rd/MN/Minneapolis/55413/2807
<b>PHONE NUMBER:</b> (612)7829594	<b>SUPERVISOR:</b> Phil - manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$2,000.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 6
<b>DUTIES:</b> Supervising employees in pack down activities, managing lost and stolen inventory reports, determining how to increase gross revenue profits through data analysis, and creating relationships with local contractors and homeowners.		
REASON FOR LEAVING:		
13.43 - Personnel Data		
<b>DATES:</b> From: 3/2005 To: 2/2006	<b>EMPLOYER:</b> Conerstone Industries Inc	<b>POSITION TITLE:</b> Laborer
<b>ADDRESS:</b> (Street, City, State, Zip Code) 1657 Dove Lane, Mound, Minnesota, 55364-1207		<b>COMPANY URL:</b> https://www.chamberofcommerce.com/excelsior-mn/29687734-cornerstone-industries-inc
<b>PHONE NUMBER:</b> (612) 226-8344	<b>SUPERVISOR:</b> Tim Lovett - Owner	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$1,300.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0
<b>DUTIES:</b> Providing professional manual labor to residential homeowners, and consistent commercial lawn care services.		
REASON FOR LEAVING:		
13.43 - Personnel Data		
<b>DATES:</b> From: 3/2002 To: 2/2005	<b>EMPLOYER:</b> LaPointe utilities Inc	<b>POSITION TITLE:</b> Underground Insulation and Maintenance Technician
<b>ADDRESS:</b> (Street, City, State, Zip Code) 7554 North Shore Circle North, Forest Lake, Minnesota, 55025		<b>COMPANY URL:</b> http://www.lapointeutilities.com/index.php
<b>PHONE NUMBER:</b> (651) 982-1117	<b>SUPERVISOR:</b> Ryan Lapointe - Owner	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 50	<b>SALARY:</b> \$2,500.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**  
The manual location of underground utilities, machine maintenance and operation, having the ability to adapt to the physical needs of the job, utilizing creative problem solving tactics to overcome a variety of complex tasks.

**REASON FOR LEAVING:**  
13.43 - Personnel Data

<b>DATES:</b> From: 1/2000 To: 3/2002	<b>EMPLOYER:</b> AAA Wicks	<b>POSITION TITLE:</b> telemarker
<b>ADDRESS:</b> (Street, City, State, Zip Code) 102 County Road C West, Little Canada, Minnesota, 55117		<b>COMPANY URL:</b> http://www.aaawicks.com
<b>PHONE NUMBER:</b> (651) 770-1263	<b>SUPERVISOR:</b> Derek - pit manager	<b>MAY WE CONTACT THIS EMPLOYER?</b> 13.43 - Personnel Data
<b>HOURS PER WEEK:</b> 20	<b>SALARY:</b> \$400.00/month	<b># OF EMPLOYEES SUPERVISED:</b> 0

**DUTIES:**  
Cole calling potential customers to inform them of company specials and prices

**REASON FOR LEAVING:**  
13.43 - Personnel Data

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

**OFFICE SKILLS:**  
Typing:  
Data Entry:

**OTHER SKILLS:**  
13.43 - Personnel Data

**LANGUAGE(S):**

**ADDITIONAL INFORMATION**

**Volunteer Experience**  
Bel Air Elementary Mentoring program, working with at risk kids on homework and reading skills  
2012-2014, 3 hours a week during the school year

**Volunteer Experience**  
Minneapolis Police Activities League (PAL): Brain and Body summer camp in north Minneapolis, creating positive relationships with parents and a safe environment for local kids through activities and exercise. 2014-present 6-8 hours once a week during the summer

**Volunteer Experience**  
Ka Joog tutoring sponsored by 4H: Working with Somali youth in the Cedar Riverside neighborhood on homework as well as science, technology, engineering, and math (STEM) oriented activities. Sep 2016 - present, (35 hours)

**REFERENCES**

REFERENCE TYPE:	NAME:	POSITION:
13.43 - Personnel Data		

ADDRESS: (Street, City, State, Zip Code)

# 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.**
- 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.**

13.43 - Personnel Data

Job Specific Supplemental Questions

1. How did you find out about this position? (Select all that apply)  
13.43 - Personnel Data
2. Please specify where you heard about this position (e.g., website name, City of Minneapolis employee name, job fair, professional association).  
13.43 - Personnel Data
3. The Cadet program requires individuals to obtain their MN POST (Board Certification). Upon successful completion of the program, Cadets are expected to promote to Police Officer and make a two-year commitment as an MPD Officer. Do you understand and are you able to commit to this expectation?  
13.43 - Personnel Data
4. During your time in the Police Cadet program, you will be put through a rigorous physical fitness program and be expected to reach academy fitness standards in order to be considered for promotion to Police Officer. Do you understand and are you able to commit to this expectation?  
13.43 - Personnel Data
5. Applicants who have already taken and passed the Board of POST Licensing Exam or other state equivalent are NOT eligible for the Cadet position. Have you ever taken and passed the POST Licensing Exam or other state equivalent?  
13.43 - Personnel Data
6. 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
7. Do you or will you have an Associate or Bachelor's Degree from a regionally accredited college or university by July 30, 2018?  
Yes, I will have an associate or bachelor's degree from a regionally accredited college or university by July 30, 2018.
8. Will you be at least 18 years of age by November 1, 2018?  
13.43 - Personnel Data
9. Do you or will you have a valid driver's license by July 30, 2018? (MN POST Rqmt.)  
13.43 - Personnel Data
10. Do you currently live in the City of Minneapolis?  
13.43 - Personnel Data
11. Have you ever been a Minneapolis Police Reserve or Explorer?  
No, I have not been a Minneapolis Police Reserve or Explorer.
12. Are you a citizen of the United States? (MN POST Rqmt.)  
13.43 - Personnel Data
13. Have you ever been convicted 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 Rqmt.)  
13.43 - Personnel Data
14. Have you ever been convicted of any state or federal narcotics or controlled substance law? (MN POST Rqmt.)  
13.43 - Personnel Data
15. Have you ever been convicted 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 Rqmt.)  
13.43 - Personnel Data
16. Have you ever been convicted as an adult for any of the following offenses: a) Presenting false claims, b) Medical assistance fraud, or c) Theft? (MN POST Rqmt.)  
13.43 - Personnel Data
17. Have you ever been convicted as an adult of: a) Assault in the 5th degree, and/or b) Domestic assault? (MN POST Rqmt.)  
13.43 - Personnel Data
18. 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 Rqmt.)  
13.43 - Personnel Data
19. Have you ever been convicted as an adult of prostitution related prohibited acts? (MN POST Rqmt.)  
13.43 - Personnel Data
20. Are you able to fluently speak, write, and understand any of the following languages? (Check all that apply)  
None of the above
21. 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?).



- 22. 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



- 23. Have you been listed as a plaintiff or defendant in any civil litigation (lawsuit) in the last 10 years? Explain.
- 24. Have you been suspended, terminated or resigned in lieu of termination in the last 10 years from employment? If so, list why, when, and the outcome.



### 13.43 - Personnel Data

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

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 Thomas K Lane on 13.43 - Personnel Data

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Rank History

Close

Rank History for: Thomas Lane  
Employee ID Number: 003951

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		Promotion
Edit	Delete	Police Recruit	8/14/2019	12/9/2019	0	8/14/2019	2019	13.43	Promotion
Edit	Delete	Police Cadet	2/19/2019	8/13/2019	0	2/19/2019	2019		

### Unit Assignment History

Assignment(s) for: Thomas Lane  
Employee ID Number: 003951

Edit	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change
		Academy	Primary	2/19/2019	12/14/2019	
		Pct 1	Primary	12/15/2019	1/4/2020	
		Pct 1	Primary	1/5/2020	2/1/2020	
		Pct 3	Primary	2/2/2020	2/29/2020	
Edit		13.43	Secondary	12/15/2019		
Edit		Pct 3	Primary	3/1/2020		

**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: Thomas Kiernan Lane  
(please print)

EMPLOYEE SIGNATURE  Date: 7-7-19

BADGE/IDENTIFICATION NUMBER: 3951

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.

**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: Thomas Kiernan Lane  
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: Badge # 3951 Employee ID # 003951

DATE: 2-7-19

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

MINNEAPOLIS POLICE CADET LOAN AGREEMENT

FILED BY MHAUG 13 2019

THIS AGREEMENT, entered into this 19th day of February, 2019, by and between the City of Minneapolis (hereinafter called the "City") and Thomas Lane (hereinafter called Police Cadet).

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

WHEREAS, the City is willing to assist people to become P.O.S.T. Board certified and to become Minneapolis police officers in the Minneapolis Police Department by loaning the money and providing education and training to interested and qualified candidates;

WHEREAS, the City is willing to provide tuition to candidates for POLICE CADET for up to \$12,364.80 of the costs of the education and training if the candidates, after being hired as Minneapolis POLICE CADET remain with the City for the duration of the POLICE CADET program and work as police officers for an additional three years after becoming a Police Officer; and

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 tuition as provided herein.

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 P.O.S.T. training education and training program is \$12,364.80.
2. The City agrees to lend up to \$12,364.80 to the Police Cadet to cover the costs of tuition. The POLICE CADET agrees to borrow up to \$12,364.80 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 12,364.80 loan shall be reduced by \$343.46.22. At the end of the three full years of service working as a Minneapolis police officer, the entire \$12,364.80 loan (or actual loan amount) shall be considered satisfied and paid in full. However, if the POLICE CADET voluntarily separates from the Minneapolis Police Department prior to working three full years as a police officer, the POLICE CADET shall immediately pay to the City the entire balance owing on the loan.
4. Any POLICE CADET 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.
5. POLICE CADET understands that there are no permanent or long term POLICE CADET positions. POLICE CADET agrees that as soon as s/he completes the POLICE CADET program, s/he will advance to the position of police officer for City or employment will be terminated.

Thomas Lane 2-19-19  
Cadet - Print Name Date

[Signature] 3951  
Signature Badge

Brian Anderson 3/16/19  
Pre-Service Training Lieutenant Date

[Signature] 0091  
Signature Badge

Adrian Infante 2/20/19  
Academy Sergeant Date

[Signature] 3222  
Signature Badge

**All MPD Personnel:**

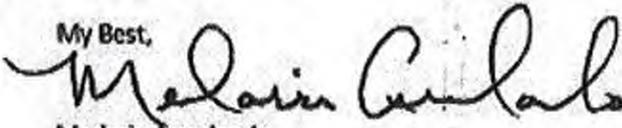
**RE: Important Message Concerning Email**

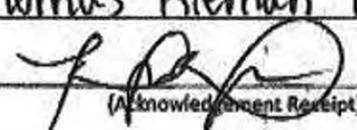
This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at: [http://www.ci.minneapolis.mn.us/policies/policies\\_electronic-communications-policy](http://www.ci.minneapolis.mn.us/policies/policies_electronic-communications-policy). 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 Affairs Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

My Best,

  
Medaria Arradondo  
Chief

Name Thomas Kiernan Lane Employee Number 003951  
Signature  Date 2-7-19  
(Acknowledgment Receipt)

January 28, 2019

Thomas Lane

13.43 - Personnel Data

Dear Thomas,

**Congratulations!** I am pleased to extend a final job offer to you, for the position of **Police Cadet** with the **Minneapolis Police Department**. You have passed all of the requirements necessary for entrance into our Police Academy. Continued employment and promotion are contingent upon obtaining POST eligibility.

**Salary:** You will begin at **Step 1** on the salary schedule, which is **\$21.251 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 partial paycheck on **March 15, 2019**.

**Probation:** Your probationary period will end upon having served **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 as accrued.

**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 American Federation of State, County and Municipal Employees (**AFSCME**) – **Local 9**. Your union representative is **David Bard** at **651-287-0481**. You can review your contract at [http://www.minneapolismn.gov/hr/laboragreements/labor-agreements\\_afscme-general\\_index](http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_afscme-general_index).

**Healthcare:** You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective **April 1, 2019** if you are not already eligible. Please visit [www.ci.minneapolis.mn.us/benefits](http://www.ci.minneapolis.mn.us/benefits) for more detailed plan information. You may also contact our Benefit Division at **612-673-2282** 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:** **Tuesday, February 19, 2019** - Please report to the MPD Emergency Operations Training Facility (EOTF) located at **25 37<sup>th</sup> Ave NE, 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 33 full weeks of training. Except for the first day, your hours during the Cadet Academy will be Monday through Friday from 0800-1630 hours.

**Uniforms and Equipment:** See enclosed equipment 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 Associate Consultant (612) 673-2713

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

Sincerely,

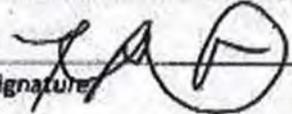


Henry Halvorson, Deputy Chief  
Office of Professional Standards, Minneapolis Police Department

Enclosure: Required Equipment for Minneapolis Police Cadets

Cc: Employee Personnel file  
Department HRIS Administrator

I, Thomas Lane accept the job offer of Police Cadet as outlined in this letter.

  
\_\_\_\_\_  
Signature

2-7-19  
\_\_\_\_\_  
Date

Thomas Kiernan Lane

# DISCHARGE, SUSPENSION OR INVOLUNTARY DEMOTION FORM

Please enter the requested information directly into the form and provide a copy to the employee once completed and signed.

Employee Name: <b>Thomas Lane</b>	Employee ID: <b>003951</b>
Job Title: <b>Officer</b>	Job Code:
Department: <b>Minneapolis Police Department</b>	
Is this employee a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	
Has this employee passed probation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**NATURE OF ACTION:**

Discharge: Effective Date: **May 26, 2020** At **17:00**  a.m.  p.m.

Probationary Release: Effective Date: At  a.m.  p.m.

Suspension without pay:

Total Working Days (or hours):

Beginning on: Ending on:

Demotion:

Permanent – Effective Date:

Temporary – Beginning on: Ending on:

Demoted to:

Job Title: Job Code: at the following hourly rate of pay or annual salary: \$

**REASON(S) FOR THIS ACTION:** (Check applicable boxes below and attach Letter of Determination that includes specific violations)

Violation of Civil Service Commission Rule 11.03 – Subdivision:

- A. Substandard Performance 11.03 A. 1  
11.03 B. 13, 19, 20
- B. Misconduct

Violation of the Department Rule(s), Law(s), Ordinance(s), or Regulation(s) MPD P/P Sections 5-102.01, 5-105, 5-303.01, 5-303, 5-300, 5-301, 5-304, 5-305

## **NOTICE TO CLASSIFIED EMPLOYEES OF LEGAL RIGHTS**

### **DISCHARGE AND PROBATIONARY RELEASE AND SUSPENSION AND INVOLUNTARY DEMOTION**

**Probationary Employees** – Employees, including veterans separated from the United States military service under honorable conditions, who have not passed an initial hiring probationary period do not have a right to a hearing before the Civil Service Commission (CSC).

**Veteran Employees (Permanent)** - Employees holding a permanent position with the City or Park Board of Minneapolis, and who is a veteran separated from the United States military service under honorable conditions and who has passed an initial hiring probationary period, has a right to a hearing prior to discharge from employment or involuntary demotion. Temporary employees who are veterans do not have a right to a hearing.

**Permanent Non-Veteran Employees** have a right to a hearing by the CSC upon written request. Non-veterans who have passed probation are permanent employees.

**Disciplinary Suspension or Demotion** - Employees may be suspended without pay for disciplinary reasons for periods not to exceed 90 calendar days. Suspensions of 31 to 90 calendar days may be appealed by the employee to the CSC.

Employees may be demoted for disciplinary reasons and/or for substandard performance, either temporarily (up to 180 days) or permanently. Permanent employees may appeal any permanent demotion and/or salary decrease.

**NOTICE TO CLASSIFIED EMPLOYEES OF LEGAL RIGHTS continued**

**REQUESTING A HEARING**

**IMPORTANT:** The employee should refer to the Civil Service Rules and/or the appropriate labor contract to determine what, if any, appeal rights he or she may have. The employee may choose whether to appeal this action through the Civil Service Commission or through processes available through a labor contract, but may not appeal through both.

**Requesting a Hearing: Non-Veterans** - A written request for hearing must be postmarked or received by the Civil Service Commission within 15 calendar days from the date disciplinary action was provided to the employee. The 15 days are counted from the first day after the notice was provided to the employee. If the 15<sup>th</sup> day falls on a Saturday, Sunday, or legal holiday, the request may be served on or before the following business day. The date of postmark must be within that 15-day period. The request for a hearing may be accompanied by the employee's statement of his or her version of the case.

**Requesting a Hearing: Veterans** - A written request for hearing must be received by the Civil Service Commission within 30 calendar days of receipt by the employee of the notice of intent to discharge. The 30 days are counted from the first day after receipt of the notice by the employee. If the 30th day falls on a Saturday, Sunday, or legal holiday, the request may be served on or before the following business day. The request for a hearing may be accompanied by the employee's statement of his or her version of the case. A failure to request a hearing within the provided 30 day calendar period constitutes a waiver of the right to a hearing.

**ALL REQUESTS FOR A HEARING AND APPEALS MUST BE MAILED WITHIN THE REQUIRED TIMELINES TO:**

Minneapolis Human Resources Department/Civil Service Commission  
250 South 4th Street, Room 100  
Minneapolis, MN 55415

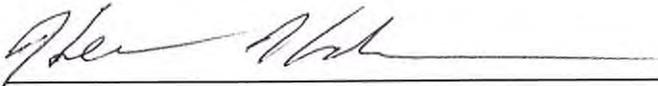
**NOTIFICATION TO EMPLOYEE:**

The employee was given an opportunity to respond to the written charges at a pre-determination meeting held on: Date:

The employee failed to appear at the pre-determination meeting.

A copy of this form and relevant accompanying information was given to the employee on May 26, 2020.

A copy of this form and relevant accompanying information was sent by US mail, to the employee's address of record provided by employee.

Signature of Department Head: 

Date: May 26, 2020

Signature of Person Mailing/Delivering Notice: 

Date: May 26, 2020

Entered into COMET-HR by: \_\_\_\_\_ Date: \_\_\_\_\_

### 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. Hennepin County Government (Juvenile Detention Center) (612) 348-8122  
 (present employer) (phone)  
 Jessica Connors Jessica.Connors@hennepin.us (612) 348-8122  
 (immediate supervisor) (e-mail address) (phone)  
 510 Park Ave  
 (address)  
 Minneapolis Hennepin MN 55112  
 (city) (county) (state) (zip)  
 10/17 Present Juvenile Corrections Officer  
 (from: month/year) (to: month/year) (position)

Job description/Duties and reason for leaving:  
 working a housing Module with high Risk 17-20 yrold Felony offenders

B. Ramsey County Government (Boys totem Town) (651) 266-5000  
 (employer) (phone)  
 Adam Erickson Adam.Erickson@co.ramsey.mn.us (651) 266-5000  
 (immediate supervisor) (e-mail address) (phone)  
 398 Totem Rd  
 (address)  
 St Paul Ramsey MN 55119  
 (city) (county) (state) (zip)  
 3/17 4/18 Assistant Probation officer  
 (from: month/year) (to: month/year) (position)

Job description/Duties and reason for leaving:  
 worked with youth in a Residential treatment program

13.43 - Personnel Data

13.43 - Personnel Data

## 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.

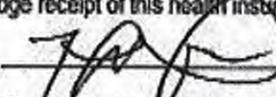
3. Employer Name: City of Minneapolis	4. Employer Identification Number (EIN) 41-6005375	
5. Employer Address 350 South 5 <sup>th</sup> Street	6. Employer Phone Number 612-673-2282	
7. City Minneapolis	8. State MN	9. ZIP Code 55415
10. Who can we contact about employee health coverage at this job? Human 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.mnasure.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: 2-7-19

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.

2018-00182 - Police Cadet (Amended)

Contact Information -- Person ID: 13.43

Name: Thomas K Lane Address: 13.43 - Personnel Data
Home Phone: 13.43 - Personnel Data Alternate Phone:
Email: 13.43 - Personnel Data

Personal Information

Driver's License: 13.43 - Personnel Data
Can you, after employment, submit proof of your legal right to work in the United States? 13.43
What is your highest level of education? Bachelor's Degree

Education

College

University of Minnesota
https://twin-cities.umn.edu
9/2014 - 12/2016
Minneapolis, Minnesota

Did you graduate: Yes
College
Major/Minor: Sociology of Law, Criminology, a Deviance Degree
Received: Bachelor's

College

Century College
http://www.century.edu/default.aspx
2005 - 2013
White Bear Lake, Minnesota

Did you graduate: Yes
College
Major/Minor: Associates in Arts
Degree
Received: Associate's

High School

Mounds View High School
http://moundsview.moundsviewschools.net/pages/Mounds\_View\_High\_School
8/1998 - 5/2000
Arden Hills, Minnesota

Did you graduate: No
Highest Level Completed: Other
Did you receive a GED? Yes
Degree
Received: No Degree

Work Experience

Juvenile Correctional Officer

10/2017 - Present
Hennepin County
https://www.hennepin.us/residents/public-safety/juvenile-detention-center
510 Park Ave
Minneapolis, Minnesota 55415
(612) 348-8122

Hours worked per week: 40
Monthly Salary: \$3,600.00
# of Employees Supervised: 0
Name of Supervisor: Deb Soyring - Correctional Institution Supervisor

May we contact this employer?

13.43

**Duties**

Directly supervising high-risk 17-20 year old residents in a housing module, and creating structured programming for them. Quickly responding to calls for assistance in all areas of the building and documenting action taken. Working with the intake team and taking new admits through the fingerprints, search, and photos process.

**Assistant Probation Officer**

5/2017 - 5/2018

Boys Totem Town

<https://www.ramseycounty.us/boystotemtow>

Mississippi National River and Recreation Area, 398 Totem Rd

St Paul, Minnesota 55119

(651) 266-5000

Hours worked per week: 40  
Monthly Salary: \$2,200.00  
# of Employees Supervised: 0  
Name of Supervisor: Adam Erickson - Community Corrections Supervisor  
May we contact this employer?

13.43

**Duties**

Duties include supervision of juvenile residents daily movement to school, meals, and activities, while ensuring appropriate behavior and conduct between peers and staff. Directly responsible for contacting and partnering with community outreach programs and planning off grounds activities to help residents safety transition back into the communities after they complete the program.

**Reason for Leaving**

13.43 - Personnel Data

**Server/back waiter**

3/2017 - 4/2017

Bellecour

<https://bellecourrestaurant.com>

739 Lake St E

Wayzata, MN 55391, Minnesota 55391

(952) 444-5200

Hours worked per week: 40  
Monthly Salary: \$3,000.00  
# of Employees Supervised: 0  
Name of Supervisor: Jeanie Janas - General Manager  
May we contact this employer?

13.43

**Duties**

Working as part of a team with coworkers to effectively provide service to customers under time constraints in a fast passed environment.

**Reason for Leaving**

13.43 - Personnel Data

**Server**

1/2012 - 3/2017

Acme Comedy Company & Sticks Restaurant

Hours worked per week: 23  
Monthly Salary: \$1,500.00

<http://acmecomedypar.com>  
708 North 1st Street  
Minneapolis, Minnesota 55401  
(612) 338-6393

# of Employees Supervised: 0  
Name of Supervisor:  
Derick Johnson - Manager  
May we contact this employer?

13.43

**Duties**

Providing team oriented customer service under time restraints to ensure customers could transition to comedy show on time.

**Reason for Leaving**

## 13.43 - Personnel Data

**Security Guard**

9/2015 - 8/2016

The Exchange Minneapolis  
<http://theexchangempls.com>  
10 S 5th Street B100  
Minneapolis, Minnesota 55402  
(612)886-2233

Hours worked per week: 18  
Monthly Salary: \$800.00  
# of Employees Supervised: 0  
Name of Supervisor: Ben Quam - General Manager  
May we contact this employer?

13.43

**Duties**

Greeting guest at the front door and checking for valid IDs, while assessing individuals for drug use and inebriation through brief conversation. Duties also included working as a team with up to four other employees to deescalate situations with individual who were escorted off the property or asked to leave.

**Reason for Leaving****Server/security**

3/2010 - 9/2015

Brits Pub and Eating Establishment  
<http://www.britspub.com>  
1110 Nicollet Mall  
Minneapolis, Minnesota 55403  
(612) 332-3908

Hours worked per week: 38  
Monthly Salary: \$3,200.00  
# of Employees Supervised: 0  
Name of Supervisor:  
Joseph Okell - manager  
May we contact this employer?

13.43

**Duties**

Serving:

working in a fast paced environment while being able to positively and quickly connect with guest and to anticipate their needs and actions.

Security:

ensuring compliance with states legal drinking age, escorting noncompliant guests off company property and ensuring their safety afterwards,

13.43

## Reason for Leaving

## 13.43 - Personnel Data

**bartender/server**

8/2008 - 3/2011

Sarnas Classic Grill  
<http://sarnasmn.com>  
 3939 University Ave Ne  
 Columbia Heights, Minnesota 55421  
 7637883939

Hours worked  
 per week: 38  
 Monthly Salary:  
 \$2,000.00  
 # of Employees  
 Supervised: 0  
 Name of  
 Supervisor:  
 David Sarna -  
 Manager  
 May we contact  
 this employer?

13.43

**Duties**

Building positive relationships with local residents from diverse backgrounds through customer service interactions.

## Reason for Leaving

## 13.43 - Personnel Data

**Prep & Line Cook/Barback/Server/Bartender**

8/2007 - 6/2008

8th street Grill  
<http://www.8thstreetgrillmn.com/contact>  
 800 Marquette Ave  
 Minneapolis , Minnesota 55402  
 (612 )349-5717

Hours worked  
 per week: 40  
 Monthly Salary:  
 \$2,000.00  
 # of Employees  
 Supervised: 0  
 Name of  
 Supervisor: Mike  
 Stuart - General  
 Manager  
 May we contact  
 this employer?

13.43

**Duties**

Ensuring quality food preparation, attending to the needs of customers and coworkers while trying to create a positive environment for both.

## Reason for Leaving

## 13.43 - Personnel Data

**sales associate/department head**

5/2006 - 5/2007

The Home Depot  
<http://www.homedepot.com/l/Brighton-Rd/MN/Minneapolis/55413/2807>  
 1520 New Brighton Blvd  
 Minneapolis, Minnesota 55413  
 (612)7829594

Hours worked  
 per week: 40  
 Monthly Salary:  
 \$2,000.00  
 # of Employees  
 Supervised: 6  
 Name of  
 Supervisor: Phil -  
 manager  
 May we contact  
 this employer?

13.43

**Duties**

Supervising employees in pack down activities, managing lost and stolen inventory reports, determining how to increase gross revenue profits through data analysis, and creating

relationships with local contractors and homeowners.

#### Reason for Leaving

## 13.43 - Personnel Data

#### Laborer

3/2005 - 2/2006

Conerstone Industries Inc

<https://www.chamberofcommerce.com/excelsior-mn/29687734-cornerstone-industries-inc>

1657 Dove Lane

Mound, Minnesota 55364-1207

(612) 226-8344

Hours worked  
per week: 40  
Monthly Salary:  
\$1,300.00  
# of Employees  
Supervised: 0  
Name of  
Supervisor: Tim  
Lovett - Owner  
May we contact  
this employer?

13.43

#### Duties

Providing professional manual labor to residential homeowners, and consistent commercial lawn care services.

#### Reason for Leaving

## 13.43 - Personnel Data

#### Underground Insulation and Maintenance Technician

3/2002 - 2/2005

LaPointe utilities Inc

<http://www.lapointeutilities.com/index.php>

7554 North Shore Circle North

Forest Lake, Minnesota 55025

(651) 982-1117

Hours worked  
per week: 50  
Monthly Salary:  
\$2,500.00  
# of Employees  
Supervised: 0  
Name of  
Supervisor: Ryan  
Lapointe - Owner  
May we contact  
this employer?

13.43

#### Duties

The manual location of underground utilities, machine maintenance and operation, having the ability to adapt to the physical needs of the job, utilizing creative problem solving tactics to overcome a variety of complex tasks.

#### Reason for Leaving

## 13.43 - Personnel Data

#### telemarker

1/2000 - 3/2002

AAA Wicks

<http://www.aaawicks.com>

102 County Road C West

Little Canada, Minnesota 55117

(651) 770-1263

Hours worked  
per week: 20  
Monthly Salary:  
\$400.00  
# of Employees  
Supervised: 0  
Name of  
Supervisor:  
Derek - pit  
manager  
May we contact  
this employer?

13.43

**Duties**

Cole calling potential customers to inform them of company specials and prices

**Reason for Leaving**

**13.43 - Personnel Data**

**Certificates and Licenses**

**Skills**

Office Skills

Typing:

Data Entry:

Other Skills

**13.43 - Personnel Data**

**Additional Information**

Volunteer Experience

Bel Air Elementary Mentoring program, working with at risk kids on homework and reading skills 2012-2014, 3 hours a week during the school year

Volunteer Experience

Minneapolis Police Activities League (PAL): Brain and Body summer camp in north Minneapolis, creating positive relationships with parents and a safe environment for local kids through activities and exercise. 2014-present 6-8 hours once a week during the summer

Volunteer Experience

Ka Joog tutoring sponsored by 4H: Working with Somali youth in the Cedar Riverside neighborhood on homework as well as science, technology, engineering, and math (STEM) oriented activities. Sep 2016 - present, (35 hours)

**References**

**13.43 - Personnel Data**

Professional

## 13.43 - Personnel Data

### Resume

#### Text Resume

City of Minneapolis has chosen not to collect this information for this job posting.

#### Attachments

### Agency-Wide Questions

1. Q: Have you ever been employed by the City of Minneapolis?  
A: No -- I have never been employed by the City
2. Q: For City of Minneapolis employees, in which department do you work?  
A:
3. Q: For City of Minneapolis employees, please provide your job title.  
A:
4. Q: For City of Minneapolis employees, please provide your employee ID or Badge number.  
A: 003951
5. Q: Do you have any related persons who work for the City of Minneapolis?

## 13.43 - Personnel Data

6. Q: 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. Q: 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.  
A: No
8. Q: The City of Minneapolis provides applicant notifications and status updates electronically.  
A:

## 13.43 - Personnel Data

### Supplemental Questions

1. Q: How did you find out about this position? (Select all that apply)

## 13.43 - Personnel Data

2. Q: Please specify where you heard about this position (e.g., website name, City of

## 13.43 - Personnel Data

3. Q: The Cadet program requires individuals to obtain their MN POST (Board Certification). Upon successful completion of the program, Cadets are expected to promote to Police Officer and make a two-year commitment as an MPD Officer. Do you understand and are you able to commit to this expectation?

A: 13.43 - Personnel Data

4. Q: During your time in the Police Cadet program, you will be put through a rigorous physical fitness program and be expected to reach academy fitness standards in order to be considered for promotion to Police Officer. Do you understand and are you able to commit to this expectation?

A: 13.43 - Personnel Data

5. Q: Applicants who have already taken and passed the Board of POST Licensing Exam or other state equivalent are NOT eligible for the Cadet position. Have you ever taken and passed the POST Licensing Exam or other state equivalent?

A: 13.43 - Personnel Data

6. Q: 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

7. Q: Do you or will you have an Associate or Bachelor's Degree from a regionally accredited college or university by July 30, 2018?

A: Yes, I will have an associate or bachelor's degree from a regionally accredited college or university by July 30, 2018.

8. Q: Will you be at least 18 years of age by November 1, 2018?

A: 13.43 - Personnel Data

9. Q: Do you or will you have a valid driver's license by July 30, 2018? (MN POST Rqmt.)

A: 13.43 - Personnel Data

10. Q: Do you currently live in the City of Minneapolis?

## 13.43 - Personnel Data

11. Q: Have you ever been a Minneapolis Police Reserve or Explorer?

A: No, I have not been a Minneapolis Police Reserve or Explorer.

12. Q: Are you a citizen of the United States? (MN POST Rqmt.)

## 13.43 - Personnel Data

13. Q: Have you ever been convicted 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 Rqmt.)

## 13.43 - Personnel Data

14. Q: Have you ever been convicted of any state or federal narcotics or controlled substance law? (MN POST Rqmt.)

## 13.43 - Personnel Data

15. Q: Have you ever been convicted 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 Rqmt.)

## 13.43 - Personnel Data

16. Q: Have you ever been convicted as an adult for any of the following offenses: a) Presenting false claims, b) Medical assistance fraud, or c) Theft? (MN POST Rqmt.)

## 13.43 - Personnel Data

17. Q: Have you ever been convicted as an adult of: a) Assault in the 5th degree, and/or b) Domestic assault? (MN POST Rqmt.)

## 13.43 - Personnel Data

18. Q: 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 Rqmt.)

## 13.43 - Personnel Data

19. Q: Have you ever been convicted as an adult of prostitution related prohibited acts? (MN POST Rqmt.)

## 13.43 - Personnel Data

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

A: None of the above

21. Q: 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

22. Q: 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

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

## 13.43 - Personnel Data

24. Q: Have you been suspended, terminated or resigned in lieu of termination in the last 10 years from employment? If so, list why, when, and the outcome.

## 13.43 - Personnel Data

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

A: 13.43 - Personnel Data

## 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

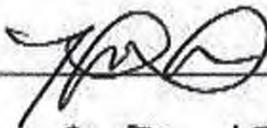
and effective September 10, 2005.

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

2-7-19

### Training Records

**Training History for:** Thomas Lane

**Employee Id:** 003951

**Total Continued Education Credits:** 22.0

**Total Instructor Credits:** 0.0

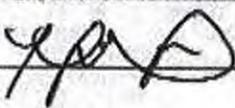
(Add training that are not associated with an existing Event/TimeSlot)

		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 - April, Multiple Dates	2/11/2020	2/11/2020	Not Applicable	7.00					
Edit	Delete	2020 Annual In-Service Training Program, Phase I, January - April, Multiple Dates	2/10/2020	2/10/2020	Not Applicable	7.00					
Edit	Delete	2020 Annual Semi-Automatic Handgun and Gas Mask Fit Testing, January - February, Multiple dates	1/7/2020	1/7/2020	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	2019 Introduction to PIMS for Cadets (Aug 19-22)	8/19/2019	8/22/2019	Not Applicable	0.00					**Academy Course

## 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: Thomas Kiernan Lane  
Job Title: Police Cadet Department/Division: Minneapolis Police  
Signature:  Date: 2-7-19

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



# HIRE/PERSONNEL ACTION FORM

## Employee Information

Employee: Lane, Thomas K

Address 1:

Address 2:

City: 13.43 - Personnel Data

State:

Zip: 13.43

Phone:

13.43

Gender:

Ethnicity:

## Hire Information

Person ID: 13.43

Job Class #: 08080C

Job Class: Police Cadet

Hire Date: 02/19/19

Pay Rate: \$21.25

Department: Police

Division: Police

Hire Req. #: 2018-00182

Job Term: Full-time

Comments: EEID 003951, Badge # 3951

4000 0000

**Additional Information**

Action/Action Reason: Hire, New Hire - Regular

Date of Birth:

13.43 - Personnel Data

Marital Status:

Salary Step:

1

Earnings Distribution % - 1:

100

Earnings Distribution % - 2:

Combo Code - 1:

001004004320--

Combo Code - 2:

Probationary Date:

02/19/2020

Supervisor ID (hiring Job Code only):

Expected End Date:

Printed on February 20, 2019

### Minneapolis Police Department

Candidate Information				
First Name Thomas	Middle Name Kiernan	Last Name Lane		
Date of Birth	Marital Status	Social Security Number		
13.43 - Personnel Data				
13.43 - Personnel Data				
Emergency Contacts				
Primary				
Contact Name (First & Last)	Relationship to Employee			
13.43 - Personnel Data				
Driver's License Information				
DL Number	Type/Class	Endorsements	State Issued	Expiration Date
13.43 - Personnel Data				
Internal Only				
HR Approval	Date	HRS	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



AMENDED-DISCHARGE, SUSPENSION OR INVOLUNTARY DEMOTION FORM

Please enter the requested information directly into the form and provide a copy to the employee once completed and signed.

Employee Name: Thomas Lane Employee ID: 003951
Job Title: Officer Job Code:
Department: Minneapolis Police Department
Is this employee a Veteran? [ ] Yes [ ] No [x] Unknown
Has this employee passed probation? [ ] Yes [x] No

NATURE OF ACTION:

- [ ] Discharge: Effective Date: At [ ] a.m. [ ] p.m.
[x] Probationary Release: Effective Date: May 26, 2020 At 17:00 [ ] a.m. [x] p.m.
[ ] Suspension without pay: Total Working Days (or hours): Beginning on: Ending on:
[ ] Demotion: [ ] Permanent - Effective Date: [ ] Temporary - Beginning on: Ending on:

Demoted to:

Job Title: Job Code: at the following hourly rate of pay or annual salary: \$

REASON(S) FOR THIS ACTION: (Check applicable boxes below and attach Letter of Determination that includes specific violations)

- [x] Violation of Civil Service Commission Rule 11.03 - Subdivision:
[x] A. Substandard Performance 11.03 A. 1
[x] B. Misconduct 11.03 B. 13, 19, 20
[x] Violation of the Department Rule(s), Law(s), Ordinance(s), or Regulation(s) MPD P/P Sections 5-102.01, 5-105, 5-303.01, 5-303, 5-300, 5-301, 5-304, 5-305

NOTICE TO CLASSIFIED EMPLOYEES OF LEGAL RIGHTS

DISCHARGE AND PROBATIONARY RELEASE AND SUSPENSION AND INVOLUNTARY DEMOTION

Probationary Employees - Employees, including veterans separated from the United States military service under honorable conditions, who have not passed an initial hiring probationary period do not have a right to a hearing before the Civil Service Commission (CSC).
Veteran Employees (Permanent) - Employees holding a permanent position with the City or Park Board of Minneapolis, and who is a veteran separated from the United States military service under honorable conditions and who has passed an initial hiring probationary period, has a right to a hearing prior to discharge from employment or involuntary demotion. Temporary employees who are veterans do not have a right to a hearing.
Permanent Non-Veteran Employees have a right to a hearing by the CSC upon written request. Non-veterans who have passed probation are permanent employees.
Disciplinary Suspension or Demotion - Employees may be suspended without pay for disciplinary reasons for periods not to exceed 90 calendar days. Suspensions of 31 to 90 calendar days may be appealed by the employee to the CSC.
Employees may be demoted for disciplinary reasons and/or for substandard performance, either temporarily (up to 180 days) or permanently. Permanent employees may appeal any permanent demotion and/or salary decrease.

NOTICE TO CLASSIFIED EMPLOYEES OF LEGAL RIGHTS continued

REQUESTING A HEARING

**IMPORTANT:** The employee should refer to the Civil Service Rules and/or the appropriate labor contract to determine what, if any, appeal rights he or she may have. The employee may choose whether to appeal this action through the Civil Service Commission or through processes available through a labor contract, but may not appeal through both.

**Requesting a Hearing: Non-Veterans** - A written request for hearing must be postmarked or received by the Civil Service Commission within 15 calendar days from the date disciplinary action was provided to the employee. The 15 days are counted from the first day after the notice was provided to the employee. If the 15<sup>th</sup> day falls on a Saturday, Sunday, or legal holiday, the request may be served on or before the following business day. The date of postmark must be within that 15-day period. The request for a hearing may be accompanied by the employee's statement of his or her version of the case.

**Requesting a Hearing: Veterans** - A written request for hearing must be received by the Civil Service Commission within 30 calendar days of receipt by the employee of the notice of intent to discharge. The 30 days are counted from the first day after receipt of the notice by the employee. If the 30th day falls on a Saturday, Sunday, or legal holiday, the request may be served on or before the following business day. The request for a hearing may be accompanied by the employee's statement of his or her version of the case. A failure to request a hearing within the provided 30 day calendar period constitutes a waiver of the right to a hearing.

ALL REQUESTS FOR A HEARING AND APPEALS MUST BE MAILED WITHIN THE REQUIRED TIMELINES TO:

Minneapolis Human Resources Department/Civil Service Commission  
250 South 4th Street, Room 100  
Minneapolis, MN 55415

NOTIFICATION TO EMPLOYEE:

The employee was given an opportunity to respond to the written charges at a pre-determination meeting held on: Date:

The employee failed to appear at the pre-determination meeting.

A copy of this form and relevant accompanying information was given to the employee on \_\_\_\_\_ .  
 A copy of this form and relevant accompanying information was sent by US mail, to the employee's address of record provided by employee.

Signature of Department Head: Henry Halvorson Deputy Chief Henry Halvorson

May 30, 2020 Date:

Signature of Person Mailing/Delivering Notice: Cmdr. Thomas Wheeler/MPD IA 

Date: May 30, 2020

Entered into COMET-HR by: \_\_\_\_\_ Date: \_\_\_\_\_