



Police Department

September 17, 2020

Deadline: Monday, October 5, 2020

Dear Applicant,

On behalf of the City of Fairmont, thank you for your interest in our police department. We are proud of the service we provide our Fairmont residents and we are looking forward to hiring a new officer to help with that mission. We will be hiring one full-time officer at this time.

Closing Date: Your application, and documentation of POST license, POST eligibility letter or POST reciprocity letter must be returned to the Fairmont Police Department before **4:00 PM on Monday, October 5, 2020**. Candidates must be POST Board licensed or eligible to be licensed by the listed closing date or your application will be automatically rejected. It is the responsibility of the applicant to insure the application materials are completed and received by the closing date. You are not required, but may submit a cover letter and resume with your application materials. Any documentation of Veterans Preference Points must be included with your completed application materials. Completed application materials can be mailed to the Fairmont Police Department, 201 Lake Ave, Suite 199, Fairmont, MN 56031 or emailed to records staff at tquade@fairmont.org. You are responsible for verifying your application materials are received by the deadline.

Initial Interview: All candidates who submit complete application materials and meet the minimum qualifications under MN 6700.0700 to be licensed as a peace officer in the State of Minnesota will be invited to an initial interview during the first part of October. An email will be sent to applicants prior to the week of interviews that will have a link to sign yourself up for an interview time. You should check your email for a notice from mail@signup.com. Please check your spam filters or junk mail if you do not receive this notice. This part of the process will account for 40% percent of your overall testing score. Any applicable Vets Preference Points (10 or 15) will be applied at this time. No additional interview dates or make up dates will be schedule. Anyone who fails to attend the initial interview on the scheduled date and time will be removed from the process.

Final Interview: The group of applicants who score the highest on the initial interview will be invited back for a final interview. This part of the process will account for 60% of your overall testing score.


Background Investigations: The top candidate will undergo a thorough background investigation. Once completed, a hiring recommendation will be made to the Police Civil Service Commission.

Physical Agility Test: The final candidates will also undergo a simple physical agility test to be scheduled during the background phase of the process. The physical agility test consists of a brief, untimed obstacle course that is graded as pass or fail.

Psychological and Medical Evaluations: A conditional employment offer will be made to candidates to fill vacancies dependent upon the satisfactory completion of a pre-employment physical and psychological evaluation.

Please read and complete all application materials completely and accurately. Incomplete applications will be cause for dismissal from the hiring process. If you have any questions, please feel free to contact Captain Tonder or an on-duty supervisor. Thank you again for your interest in the Fairmont Police Department.

Respectfully,

A handwritten signature in black ink, appearing to read 'MH', with a long horizontal line extending to the right.

Michael Hunter V37
Chief of Police
Fairmont Police Department
Fair, Professional, Dedicated
507-238-4481
mhunter@fairmont.org