



Police Department

September 13, 2021

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 new part-time officers to help with that mission. We are looking for candidates that have flexible schedules and are willing to work all shifts including nights, weekends, and holidays. We anticipate hiring two part-time officers in October 2021. The current pay for part-time patrol officers is \$25.26 per hour. The information below outlines the selection process we will use:

Closing Date: We will continue to take applications until our positions are filled. Our first review of applications will be **September 30, 2021**. We will continue to review applications on a monthly basis after the first date of review. Candidates will need to have a completed City of Fairmont application submitted for further consideration in the process. Candidates must be POST Board licensed or eligible to be licensed prior to appointment.

Application Review: Candidates should complete the enclosed/attached application completely. You are also welcome to include a copy of your most recent resume detailing your education, training, experience, responsibilities, and certifications. Application materials can be mailed to City of Fairmont, Attention Darcy Jones, 100 Downtown Plaza, Fairmont, MN 56031 or emailed to djones@fairmont.org.

Interview: Candidates who submit completed application materials will be invited to interview for the part-time patrol officer position.

Background Investigations: The top candidates after the application review and interviews will undergo a thorough background investigation. Once completed, a recommendation will be made to the Civil Service Commission.

Physical Agility Test: Candidates who move on to the Background Investigation will also be required to complete a physical agility test. The test consists of a short obstacle course with no time limit.

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 my office or one of our staff. 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
507-238-4481
mhunter@fairmont.org