

EMPLOYMENT

SECTION

For: Harrity, Matthew
002792

*Indicates required info

City of Minneapolis Human Resources Department
250 South 4th Street, Room 100
Minneapolis, MN 55415-1339

Filed By mr
Date 2/13/17

Employee Job Change Form

*Employee ID Number: 002792 *Employee Name: Harrity, Matthew Thomas
 *Effective date of Action: 01/22/17 *Action/Reasons: Pay Rate Change Step Increase
 *Are these changes permanent? Yes No
 *Is this a Detail? Yes No
 *Is this a Concurrent Job? Yes No
 *Dept Code: POLICE DEPARTMENT - 4000000 Location Code: C4000 Company Code: MPL (City and MBC)

*Job Code/Job Title: 08170C Police Officer-C
 Position Number (if applicable): 00000751

REGULAR/TEMPORAY/SEASONAL STATUS Regular **HOURS STATUS**
 Full-Time
 Part-Time (enter hours per week):
 Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS Certified **CLASSIFIED INDICATOR** Classified (City)
 PAY GROUP (if Detail use postive pay group for all records): PDP Police Dept Positive Employee STANDARD HOURS PER WEEK (use 0 for details or intermittent): 40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	1	2	26.97	28.318

JOB EARNINGS DISTRIBUTION (Combo Code)

Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4002300	-	-	-
	REG				Promoted 1/25/2016	-
	REG					-

PROBATION None 3 Months 6 months 12 months Other
 PROBATION END DATE _____ DATE LAST WORKED _____

Union Code _____ New Union Code _____ Officer Code _____ FICA Status
 Non-Sworn Sworn Exempt Medicare Only Subject

Requires SEI (Statement of Economic Interest) No Yes

*Submitted By (type or print name below) _____ *Date - enter below _____
 *Approved By (Signature of authorized department representative below) [Signature] *Date - enter below 2-3-17
 *If Transfer (Signature of accepting department representative below) _____ *Date - enter below _____
 *If Transfer or Voluntary Demotion (Employee Signature below) _____ *Date - enter below _____
 *Entered into HRIS by (HRIS Representative Signature below) [Signature] *Date - enter below 2/3/2017



HIRE/PERSONNEL ACTION FORM



Employee Information

Employee: Harrity, Matthew Thomas
Address 1: [REDACTED]
Address 2: [REDACTED]
City: [REDACTED] **State:** [REDACTED] **Zip:** [REDACTED]
Phone: [REDACTED]
Gender: [REDACTED] **Ethnicity:** [REDACTED]

Hire Information

Person ID: [REDACTED]
Job Class #: 08170C **Job Class:** Police Officer-C
Hire Date: 01/25/16 **Pay Rate:** \$26.97
Department: Police Department
Location Code: Police
Hire Req. #: 2016-00008 **Job Term:** Full-time
Comments: new CSO to Recruit

Additional Information

Action/Action Reason: Promotion, Central HR Staffing Process
Salary Step: 1
Earnings Distribution % - 1: 100
Earnings Distribution % - 2:
Combo Code - 1: 001004004320--
Combo Code - 2:
Probationary Date:
Expected End Date:

Printed on February 01, 2016



**Minnesota Board
of Peace Officer
Standards and Training**

Filed By *CM*
Date *2-25-16*

1600 University Avenue, Suite 200
St. Paul, MN 55104-3825
(651) 643-3060 • Fax (651) 643-3072
www.post.state.mn.us

December 23, 2015

MATTHEW THOMAS HARRITY
[REDACTED]

Dear MATTHEW HARRITY:

Congratulations! On December 18, 2015, you passed the Peace Officer Licensing Examination and have now completed the POST Board's examination requirements. You are now eligible for a peace officer license. This eligibility is valid for three years. If you are not licensed within that period, you can reestablish your eligibility through re-testing.

PLEASE DO NOT DISCARD THIS LETTER. It will serve as verification that you are eligible to be licensed as a peace officer. Make photocopies of this document and retain the original, as you will need copies of this letter when applying for peace officer positions.

Good luck in your future law enforcement career.

Sincerely,

Carol Hall
Office and Administrative Specialist



Minneapolis
City of Lakes

Police Department

Janeé L. Harteau
Chief of Police

350 South 5th Street - Room 130
Minneapolis, MN 55415-1389

612 673-2735
TTY 612 673-2157

Filed By *CM*
Date *2-25-16*

January 15, 2016

Matthew Harrity


Dear Matthew,

Congratulations! I am pleased to extend a final job offer to you, for the position of Police Officer with the Minneapolis Police Department. You have passed all of the requirements necessary for entrance into our Police Academy.

Salary: You will begin at Step 1 on our salary schedule, which is \$26.97 per hour. There are six steps in our salary schedule with step increases occurring annually on your employment anniversary, assuming a satisfactory performance review. City employees are paid bi-weekly.

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. There will be no change in your vacation accrual. You are eligible to use vacation after 6 months of service.

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. There will be no change in your sick leave accrual. You may begin to use sick leave immediately.

Healthcare: You are eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans. Please visit www.ci.minneapolis.mn.us/benefits for more detailed plan information. You may also contact our Benefit Division at 612-673-3333 for assistance with your benefit questions.



Filed B-C



2016-00008 - Police Officer (CSO promo to Recruit)

Contact Information -- Person ID: 23288196

Name: Matthew Thomas Harranty Address: [Redacted]
 Home Phone: [Redacted] Alternate Phone: [Redacted]
 Email: [Redacted]

Personal Information

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

Education

College
 Metropolitan State University
 metrostate.edu
 8/2013 - 8/2015
 Saint Paul, Minnesota
 Did you graduate: Yes
 College Major/Minor: Law Enforcement
 Units Completed: 4 Semester
 Degree Received: Bachelor's

College
 Inver Hills Community College
 Inverhills.edu
 8/2010 - 3/2013
 Inver Grove Heights, Minnesota
 Did you graduate: Yes
 College Major/Minor: Law Enforcement/generals
 Units Completed: 6 Semester
 Degree Received: Associate's

High School
 Henry Sibley High School
 http://www.sibley.isd197.org/
 9/2006 - 6/2010
 Mendota Heights, Minnesota
 Did you graduate: Yes
 Highest Level Completed: Other
 Did you receive a GED? Yes
 Degree Received: High School Diploma

Work Experience

CSO
 1/2016 - Present
 Minneapolis CSO
 http://www.ci.minneapolis.mn.us/jobs/opp/WCMS1Q-074637
 4119 Dupont Ave N
 Minneapolis, Minnesota 55412
 6126733326
 Hours worked per week: 40
 Monthly Salary: \$1,500.00
 # of Employees Supervised: 0
 Name of Supervisor: Sgt Calloway - CSO Sergeant
 May we contact this employer? Yes

Duties
 Assist Officers in non-enforcement duties.
 Assist the city of Minneapolis in non-enforcement duties.
 Vehicle maintenance.

Correctional Officer
 7/2015 - 12/2015
 Minnesota Department of Corrections (Stillwater Prison)
 http://www.doc.state.mn.us/PAGES/
 970 Pickett St N
 Bayport, Minnesota 55003
 (651) 779-2700
 Hours worked per week: 40
 Monthly Salary: \$1,400.00
 # of Employees Supervised: 0
 Name of Supervisor: Jessica Serowiecki - Lieutenant
 May we contact this employer?

Duties

Enforce facility rules and maintain security
Supervise offenders in daily living routines
Monitor movement and activities
Exercise disciplinary control over offenders and write reports

Reason for Leaving

[REDACTED]

Social Recreation Director

8/2010 - 7/2015

Westside Boys and Girls Club
http://www.boysandgirls.org/
291 Belvidere Street East
Saint Paul, Minnesota 55107
(651)-222-2212

Hours worked per week: 25
Monthly Salary: \$1,000.00
of Employees Supervised: 1
Name of Supervisor: John Hardeman -
Social Recreation Director
May we contact this employer? [REDACTED]

Duties

I supervise youth ages 6-18 in large group activities, and homework help. I run small groups also that help build youth in to leaders of their communities. The group gets together to go volunteer work such as park clean ups.

Reason for Leaving

[REDACTED]

Cashier/ Stock

6/2012 - 5/2015

Liquor Village
2289 Ford Parkway
Saint Paul, Minnesota 55116
(651) 699-7070

Hours worked per week: 12
Monthly Salary: \$104.00
Name of Supervisor: Luke - Gulbranson
May we contact this employer? [REDACTED]

Duties

I work the cashier, talk to customers, and stock the product

Reason for Leaving

[REDACTED]

Certificates and Licenses

Type: First Responder EMSRB

Number: 985050

Issued by: Minnesota Emergency Medical Services Regulatory Board

Date Issued: 4 /2015 Date Expires: 10 /2017

Type: [REDACTED]

Number: [REDACTED]

Type: Health care provider CPR/AED/AID

Number: 03788

Issued by: American Heart Association

Date Issued: 4 /2015 Date Expires: 4 /2017

Skills

Office Skills

Typing: 60

Data Entry: 0

Languages

English - Speak, Read, Write

Additional Information

Volunteer Experience

Stillwater Police Reserves

- Assist Police Officers
- Patrol Parks
- Perform area checks
- Enforce City Ordinance

Volunteer Experience

15 U baseball coach:

I have been the Westside boys and girls clubs 15U baseball coach for the last 3 years.

References

[Redacted Reference]

[Redacted Reference]

[Redacted Reference]

[Redacted Reference]

[Redacted Reference]

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: Yes -- I am a current employee

2. Q: For City of Minneapolis employees, in which department do you work?
A: Police

3. Q: For City of Minneapolis employees, please provide your job title.
A: Community Service Officer

4. Q: For City of Minneapolis employees, please provide your employee ID or Badge number.
A: 002792

5. Q: Do you have any related persons who work for the City of Minneapolis?
[Redacted]

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.
A: [Redacted]

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: [Redacted]

Supplemental Questions

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

A:

2. Q: Are any of the following statements true? (MPD Standard) •You are listed as a defendant or suspect in any pending or active criminal case •You have an outstanding warrant •You are considered to be a fugitive from justice

A:

3. Q: Are you listed as a "Respondent" of a current Restraining or Harassment Order of Protection? (MPD Standard)

A:

4. Q: Have you ever been convicted (adult conviction) of any of the following? (MPD Standard) •Mistreatment of residents or patients •Abuse or neglect •Financial exploitation of a vulnerable adult or child •Failure to report maltreatment of a vulnerable adult or child •Disorderly conduct in regards to a vulnerable adult or child

A:

5. Q: Within the last 2 years, have you ever been terminated from employment or resigned in lieu of termination?

A:

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

A: None of the above

7. Q: Do you have a Bachelor's Degree?

A: Yes

8. Q: Do you have a Master's Degree?

A: No

9. Q: Are you a Minneapolis resident?

A:

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

A: No

11. Q: How much previous sworn experience do you have?

A: None

12. Q: I have read the job announcement and meet all required qualifications.

A:

13. Q: Will you be POST eligible (current and unexpired) and provide proof by January 25, 2016? If not,

you will be disqualified from the process.

A: [REDACTED]

14. Q: Have you been suspended/terminated in the last 10 years from employment? If so, list why, when, and the outcome.

A: [REDACTED]

15. 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?).

[REDACTED]

16. 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?).

A: [REDACTED]

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

A: [REDACTED]



Minneapolis
City of Lakes

Police Department

Janeé L. Harteau
Chief of Police

350 South 5th Street - Room 130
Minneapolis, MN 55416-1389

612 673-2735
TTY 612 673-2157

November 20, 2015

Matthew Harrity



Dear Matthew,

Congratulations! You have passed all of the requirements necessary for entrance into our Community Service Officer Academy. It is with great pleasure that I welcome you to the Minneapolis Police Department.

Salary: Your starting salary will be Step 1 of the approved salary schedule for this position: \$16.27/hour. City employees are paid bi-weekly. You will receive your first partial paycheck on January 22, 2016.

Benefits: You will receive benefits as dictated by City policy and existing law. This will be further discussed on the first day of academy.

Union: Your job classification is represented by the **AFSCME Local #9**. Their main number is 612-581-3840. You can review your contract at www.minneapolismn.gov/hr/laboragreements.

Orientation: The Community Service Officer Academy is three full weeks of training. On Monday, January 4, 2016, please report to training room #2 at the Special Operations Center (SOC) (formerly Hamilton School), 4119 DuPont Avenue North, Minneapolis, MN 55412. Orientation begins at 0800. Arrive in business attire. Bring either your checkbook or a debit/credit card (for Lifetime Fitness enrollment).

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 to complete section 1 of the I-9 Form
- User employer code [REDACTED]
- You will see a link for instructions once you have signed in



Please note that you are also required to present these original documents (no copies) to prove your identity and authorization to work in the United States on your first day of employment.

CM
1-26-16

Human Resources Representatives will be in attendance on your first day to verify your document(s).

Academy: After the first day of the academy, you will wear your CSO uniform in the classroom. During Physical Training (PT), you will wear the designated PT outfit. Except for the first day, your hours during the CSO Academy are Monday - Friday from 0800 to 1600, but will vary.

Uniforms and Equipment: The Minneapolis Police Department will cover the cost of the uniform and equipment listed on the top portion of the attached document, which must be obtained from Sergeant Callaway or purchased at Keepers. Please contact Sergeant Callaway before contacting Keepers.

The equipment that you are responsible for purchasing is listed on the bottom portion of the attached document, and can be purchased at Keepers only.

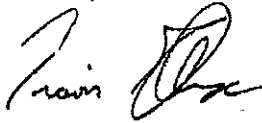
You will need to present photo ID before making any orders or purchases.

Keepers Uniforms
1055 Westgate Drive, Suite 160
Saint Paul, MN 55114
651-288-5199

Contact: If you have questions or concerns, feel free to call Sergeant Jan Callaway at her office (612) 673-3326.

I look forward to seeing you on the first day of your new career.

Sincerely,



Travis Glampe
Deputy Chief
Office of Professional Standards
Minneapolis Police Department

Enclosure: Required Equipment for Minneapolis Police Recruits

Cc: Employee Personnel file
Department HRIS Administrator

I, Matthew Harrity accept the job offer for Community Service Officer as outlined in this letter.


Signature

11-24-15
Date

Badge# 2792

City of Minneapolis Human Resources Department
250 South 4th Street, Room 100
Minneapolis, MN 55415-1339

Filed By *CM*
1-26-16

HIRE FORM

HIRE DATE (Start Date) **1-4-2016** Please read the Notice of Your Rights as a Subject of Data, which is either attached to or printed on the back of this form.

PERSONAL INFORMATION PATH: Workforce/Administration/Personal Information/Biographical/Add a Person

First Name Matthew	Middle Name Thomas	Last Name Harrity
Date of Birth	Gender	Marital Status
Apartment Number	Street Address	
City	State	Zip Code
Race/Ethnic Group	Veteran	VA Verification

JOB INFORMATION PATH: Organizational Relationships/Job/Add Job Data

Employee ID	Is this a Permanent Hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected Job end date:	Position Number:
Department Code	Location Code	Establishment ID MPL	Job Code
Supervisor ID (if not using a position):	Regular/Temporary/Seasonal Status <input type="checkbox"/> ACA Seasonal <input type="checkbox"/> Regular (Permanent) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal		
Hours Status <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent	Office Code <input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn (Fire & Police only)		
Employment Class <input type="checkbox"/> Certified (Civil Service) <input type="checkbox"/> Uncertified Other <input type="checkbox"/> Outside Trades	Requires SEI (Statement of Economic Interest) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
Standard Hours/Week	FICA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Medicare Only <input type="checkbox"/> Subject	Union Code	Classified Indicator <input checked="" type="checkbox"/> Casual (Outside Trades) <input type="checkbox"/> Classified (City and Park) <input type="checkbox"/> Grant Employee <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Permit <input type="checkbox"/> Temporary (Non-Permit) <input type="checkbox"/> Political Appointment <input type="checkbox"/> Unclassified
Pay Group	Salary Plan	Salary Grade	Salary Step

JOB EARNINGS DISTRIBUTION

Percent	Earn Code	Fund (5)	Department (7)	Task (8)	Project (15 or Less)	Combo Code (35 or Less)	Activity (15 or Less)
	REG						
	REG						
	REG						

Length of Probation (Remember to check the Labor Agreement or Civil Service Rules)
 None 3 Month 6 Month 12 Months Other

Tax Withholding (From W-4)	Fed Status	Fed Withholding Allowances	State Status	State Withholding Allowances
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Approved by: <i>Joanne M Rende</i>	Date: <i>12/15/15</i>	Entered in HRIS By: <i>NCO GIOV</i>	Date:
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195082

Hire Form - Part 2 (Supplemental Information)

0952-410-0103

Employee ID or Social Security Number [REDACTED]	Employee Name Matthew T Harrity	Hire Date (Start Date) 1-4-2016
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MAILING ADDRESS (If different from home address (Optional))
Panel: Workforce Administration/Personal Information/Modify a Person/Contact Information

Street Address [REDACTED]	Apt #	City [REDACTED]	State [REDACTED]	Zip [REDACTED]
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ADDITIONAL OR FORMER NAME (Optional)
Panel: Workforce Administration/Personal Information/Biographical/Additional Names

Name Type (such as "Preferred" "Maiden" "Former" "Legal" etc.)	Name Part: <input type="checkbox"/> Full <input type="checkbox"/> Last <input type="checkbox"/> First	Name
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EMERGENCY CONTACT - PRIMARY
Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact



EMERGENCY CONTACT - ADDITIONAL (Optional)
Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact

Contact Name	Relationship to Employee	Same address & phone number as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	Apt #	City
State	Zip	
Phone Numbers	Home Phone	Area Code
	Other Phone: Type:	Area Code
		Phone Number

DRIVER'S LICENSE INFORMATION
Panel: Workforce Administration/Personal Information/Biographical/Driver's License Data

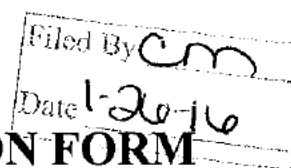


ENTERED IN HRIS BY Lisa Brown 1/4/2016	DATE ENTERED	PROBET
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Distribution: Original: Department Personnel File Copy: Employee



HIRE/PERSONNEL ACTION FORM



Employee Information

Employee: Harrity, Matthew Thomas
Address 1: [REDACTED]
Address 2:
City: [REDACTED] **State:** [REDACTED] **Zip:** [REDACTED]
Phone: [REDACTED]
Gender: [REDACTED] **Ethnicity:** [REDACTED]

Hire Information

Person ID: [REDACTED]
Job Class #: 02350C **Job Class:** Community Service Officer-C
Hire Date: 01/04/16 **Pay Rate:** \$16.27
Department: Police Department
Location Code: Police
Hire Req. #: 2015-00453 **Job Term:** Full-time
Comments: Badge: 2792 Employee: 002792 Full-Time

Additional Information

Action/Action Reason: Hire, New Hire - Regular
Salary Step: 1
Earnings Distribution % - 1: 100
Earnings Distribution % - 2:
Combo Code - 1: 001004004320--
Combo Code - 2:
Probationary Date: 01/04/2017
Expected End Date:

Printed on December 22, 2015

Filed By cm
 Date 1-20-16

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 th Street		6. Employer Phone Number 612-673-3333	
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) 612-673-3333		12. Email Address Benefits@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 2015, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$66.00.
- 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: Matt Edwards

Date: 11-24-15

Return the original, signed form to your supervisor and keep a copy for your records.

**ELECTRONIC VERSION OF THE MPD
POLICY & PROCEDURE MANUAL**


Printed By cm
1-26-16

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: Matthew T Harrity
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: _____

DATE: 11-24-15

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY



Minneapolis
City of Lakes

Police Department

Janeé L. Harteau
Chief of Police

350 South 5th Street - Room 130
Minneapolis MN 55415-1389

612 673-2735
TTY 612 673-2157

Received by CM
Date 1-20-16

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. 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 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.

Sincerely,

Chief of Police Janeé Harteau

Name Matthew T Harrity Employee Number _____
(Print)

Signature [Handwritten Signature] Date 11-24-15
(Acknowledgment Receipt)



Filed by CM
Date 1-20-16

**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 Walt Barrett

Date 11-24-15

CM
1-26-16

**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: Matthew T Harrity
(please print)

EMPLOYEE SIGNATURE [Signature] Date: 11-24-15

BADGE/IDENTIFICATION NUMBER: _____

SUPERVISOR'S NAME AND SIGNATURE: [Signature] Date: 12-15-15
Human Resources

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

CM
1-26-16

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: Matthew T Harrity
Job Title: CSO Department/Division: Minneapolis police
Signature: [Handwritten Signature] Date: 11-24-15

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

cm

2015-00086 - Community Service Officer

Contact Information -- Person ID: 23288196

Name: Matthew Thomas Harrity Address: [Redacted]
Home Phone: [Redacted] Alternate Phone: [Redacted]
Email: [Redacted]

Personal Information

Driver's License: [Redacted]
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education? Associate's Degree

Education

College
Metropolitan State University
metrostate.edu
8/2013 - Present
Saint Paul, Minnesota
Did you graduate: No
College Major/Minor: Law Enforcement
Units Completed: 3 Semester
Degree Received: Bachelor's

College
Inver Hills Community College
Inverhills.edu
8/2010 - 3/2013
Inver Grove Heights, Minnesota
Did you graduate: Yes
College Major/Minor: Law Enforcement/generals
Units Completed: 6 Semester
Degree Received: Associate's

High School
Henry Sibley High School
http://www.sibley.isd197.org/
9/2006 - 6/2010
Mendota Heights, Minnesota
Did you graduate: Yes
Highest Level Completed: Other
Did you receive a GED? Yes
Degree Received: High School Diploma

Work Experience

Social Recreation Director
8/2010 - Present
Westside Boys and Girls Club
http://www.boysandgirls.org/
291 Belvidere Street East
Saint Paul, Minnesota 55107
(651)-222-2212
Hours worked per week: 25
Monthly Salary: \$1,000.00
of Employees Supervised: 1
Name of Supervisor: John Hardeman - Social Recreation Director
May we contact this employer? [Redacted]

Duties

End Date: Still Employed
Description of job:
I supervise youth ages 6-18 in large group activities, and homework help. I run small groups also that help build youth in to leaders of their communities. The group gets together to go volunteer work such as park clean ups.

Reason for Leaving

Still Employed

Hours worked per week: 12

Cashier/ Stock

6/2012 - Present

Monthly Salary: \$104.00
Name of Supervisor: Luke - Gulbranson
May we contact this employer? [REDACTED]

Liquor Village
2289 Ford Parkway
Saint Paul, Minnesota 55116
(651) 699-7070

Duties

End Date: Still Employed.
Description of job:
I work the cashier, talk to customers, and stock the product

Reason for Leaving

Still employed

Police Reserve

4/2015 - Present

Hours worked per week: 4
Monthly Salary: \$0.00
Name of Supervisor: Officer LeMoine, and Officer Mitchell - Patrol Officers
May we contact this employer? [REDACTED]

Stillwater Police Department
<http://www.ci.stillwater.mn.us/police>
216 4th Street N
Stillwater, Minnesota 55082
651-351-4900

Duties

Assist Patrol Officers
Patrol Parks
Perform Area Checks
Enforce City Ordinance

Certificates and Licenses

Type: AID/ AED/ CPR
Number:
Issued by: American Red Cross
Date Issued: 7 /2013 Date Expires: 7 /2015

Type: [REDACTED]
Number: [REDACTED]
Issued by: [REDACTED]
Date Issued: [REDACTED]

Skills

Office Skills
Typing: 60
Data Entry: 0

Languages
English - Speak, Read, Write

Additional Information

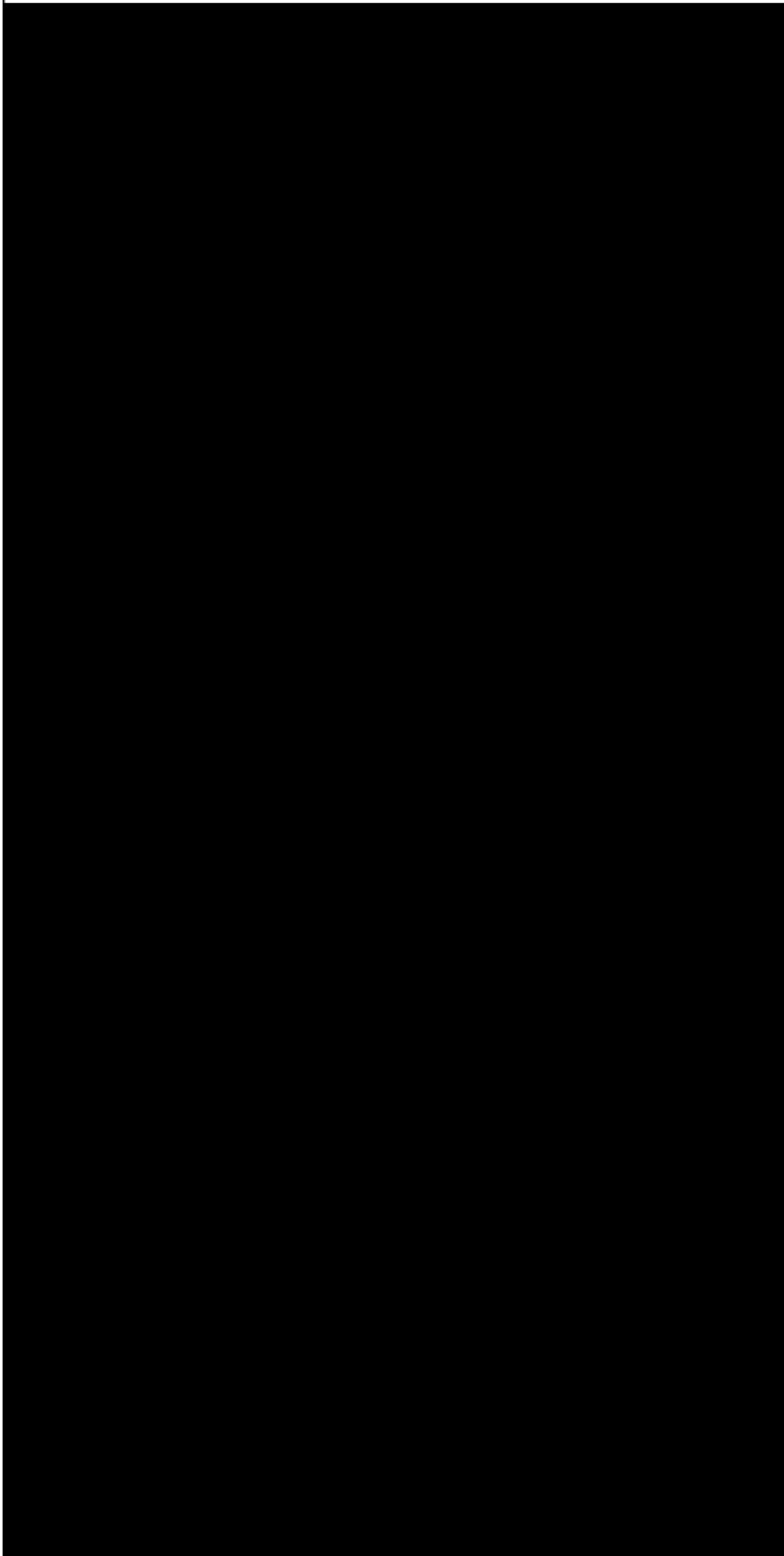
Volunteer Experience
Stillwater Police Reserves
• Assist Police Officers
• Patrol Parks
• Perform area checks
• Enforce City Ordinance

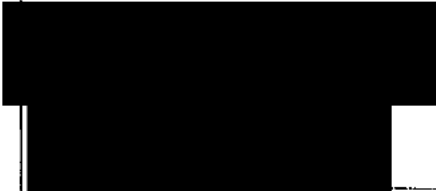
Volunteer Experience

15 U baseball coach:

I have been the Westside boys and girls clubs 15U baseball coach for the last 3 years.

References





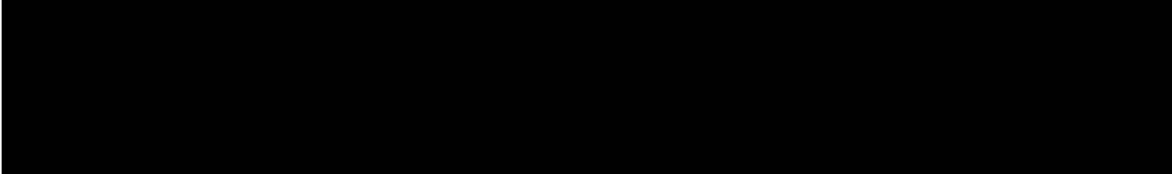
Resume

Text Resume

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

Attachments

Attachment	File Name	File Type
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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: 002792

5. Q: Do you have any related persons who work for the City of Minneapolis?



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.



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:



Supplemental Questions

1. Q: The CSO program is designed to help students earn a 2-year law enforcement degree. Upon

successful completion of the program, CSOs are expected to promote to Officer & make a 2-year commitment as an MPD Officer. Do you understand and are you able to commit to this expectation?

A: Yes

2. Q: A CSO that is hired by the Minneapolis Police Department will work a minimum of 20 hours per week and consider this job their primary employment responsibility. Do you understand and are you able to commit to this expectation?

A: Yes

3. Q: During your time in the CSO program, you will be put through a rigorous physical fitness program and be expected to reach and maintain certain fitness goals in order to become a Police Officer. Do you understand and are you able to commit to this expectation?

A: Yes

4. Q: Will you be at least 18 years of age by January 1, 2016?

A:

5. Q: Do you or will you have a valid driver's license by June 22, 2015?

A:

6. Q: Are you willing and able to work daytime hours – Monday through Friday?

A: Yes

7. Q: Will you be accepted/enrolled into a regionally accredited college/university law enforcement program by June 22, 2015?

A: Yes

8. Q: Have you applied with MPD 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)

A:

9. Q: Have you ever been convicted of a felony?

A:

10. Q: Applicants who have already taken and passed the MN Board of POST Licensing Exam are NOT eligible for the CSO position. Have you ever taken and passed the POST Licensing Exam?

A: No

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

A: No

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

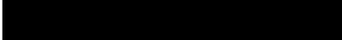
A:

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

that apply)

A: None of the above

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

A: 

ASSIGNMENT

SECTION

For: Harrity, Matthew
#002792

Assignment History

Close

Add Historical Assignment

Assignment(s) for: Matthew Harrity
 Employee ID Number: 002792

Edit	Delete	Assignment	Assignment Type	StartDate	EndDate	Name Change
	Delete	CSD Program	Primary	1/4/2016	1/24/2016	
	Delete	Academy	Primary	1/25/2016	7/9/2016	
		Pct 2	Temporary	5/29/2016	7/23/2016	
		Pct 2	Temporary	7/24/2016	8/20/2016	
		Field Training	Primary	7/10/2016	11/26/2016	
		Pct 3	Temporary	8/21/2016	11/26/2016	
Edit		Pct 5	Primary	11/27/2016		

Rank History

Close

Rank History for: Matthew Harrity
 Employee ID Number: 092792

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Police Officer	6/1/2016		0		2016	4	Promotion
Edit	Delete	Police Recruit	1/25/2016	5/31/2016	0		2016	4	Promotion
Edit	Delete	Community Service Officer	1/4/2016	1/24/2016	0		2016	999	Hire

AWARDS &
COMMENDATIONS

SECTION

For:

Harrity, Matthew

#002792

TRAINING

SECTION

For: Harrity, Matthew

002792

Training Records

Training History for: Matthew Harrity

Employee Id: 002792

Total Continued Education Credits: 726.0

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	2017 In-Service Training Program, Active Shooter, Super Bowl, Phase II, for Patrol	3/8/2017	3/8/2017	Not Applicable	10.00					
Edit	Delete	2017 In-Service Program, Super Bowl, Phase I, PATROL, 10 hours	2/15/2017	2/15/2017	Not Applicable	10.00					
Edit	Delete	2017 Winter CIT Training Program (Jan 30-Feb 03, 2017)	2/3/2017	2/3/2017	Not Applicable	7.00					
Edit	Delete	2017 Winter CIT Training Program (Jan 30-Feb 03, 2017)	2/2/2017	2/2/2017	Not Applicable	7.00					
Edit	Delete	2017 Winter CIT Training Program (Jan 30-Feb 03, 2017)	2/1/2017	2/1/2017	Not Applicable	7.00					
Edit	Delete	2017 Winter CIT Training Program (Jan 30-Feb 03, 2017)	1/31/2017	1/31/2017	Not Applicable	7.00					
Edit	Delete	2017 Winter CIT Training Program (Jan 30-Feb 03, 2017)	1/30/2017	1/30/2017	Not Applicable	7.00					
Edit	Delete	2017 Annual Semi-Automatic Handgun, Shotgun Qualification and Gas Mask Fit Testing, Jan-Feb	1/26/2017	1/26/2017	PASS	1.00					
		2016 Procedural Justice, Module 3,									

Edit	Delete	October - December, various dates	11/17/2016	11/17/2016	Not Applicable	7.00					
Edit	Delete	2016 Shotgun and Defensive Tactics In-Service Training Program, September, various dates	9/20/2016	9/20/2016	Not Applicable	8.00					
Edit	Delete	2016 Procedural Justice, Module 2, May 31, 2016, RECRUIT ACADEMY	5/31/2016	5/31/2016	Not Applicable	7.00					
Edit	Delete	2016 Nark II Progressive System of Drug ID & Basic Skills Course (all dates)	4/26/2016	4/26/2016	Not Applicable	4.00					*Academy Course
Edit	Delete	2016 FEMA IS-00800.b National Response Framework, An Introduction	4/11/2016	4/11/2016	PASS	0.00					*Academy Course
Edit	Delete	2016 CPR/AED Heartsaver Certification (Academy course)	4/8/2016	4/8/2016	PASS	0.00					
Edit	Delete	2016 Recruit Academy (#1) (Jan 25-May 26)	1/25/2016	5/26/2016	PASS	644.00					
Edit	Delete	2015 FEMA: IS-00200.b ICS for Single Resources and Initial Action Incident	9/7/2015	9/7/2015	PASS	0.00					
Edit	Delete	2015 FEMA: IS-00100.leb Introduction to Incident Command System	6/11/2015	6/11/2015	PASS	0.00					
Edit	Delete	2015 FEMA: IS-00700.a National Incident Management System - An Introduction	3/2/2015	3/2/2015	PASS	0.00					