

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 11/14/22

**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: Abdirizag Mohamed Mumin
(please print)

EMPLOYEE SIGNATURE Abdirizag Mumin Date: 1/14/22

BADGE/IDENTIFICATION NUMBER: 004909

SUPERVISOR'S NAME AND SIGNATURE: _____ Date: _____

Employees must sign in front of their supervisors. Supervisors must collect the signed forms and deliver them to their respective Inspector, Commander or Director.

* Returning a signed acknowledgment form to your supervisor is mandatory.

Nepotism Acknowledgement Form

You are required to complete and return this form to Human Resources.

By my signature, I acknowledge receipt of the nepotism provision of the City's Ethics Code, Chapter 15, *Ethics in Government*. I further acknowledge that I can access and review the Ethics Code in its entirety via CityTalk at <http://citytalk/policies/policies-council-code-of-ethics.pdf>.

Print Name: Abdirizaq Mohamed Mumin

Job Title: Community Service Officer Department/Division: Minneapolis Police

Signature:  Date: 1/14/22

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

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: Abdirizag Mohamed Muomin
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: 4909

DATE: 07/14/22

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY

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 612-673-2282	
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		
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 2021, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$52.00.
- 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: _____

Date: _____

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.



HIRE/PERSONNEL ACTION FORM

Employee Information

Employee: Mumin, Abdirizaq Mohamed

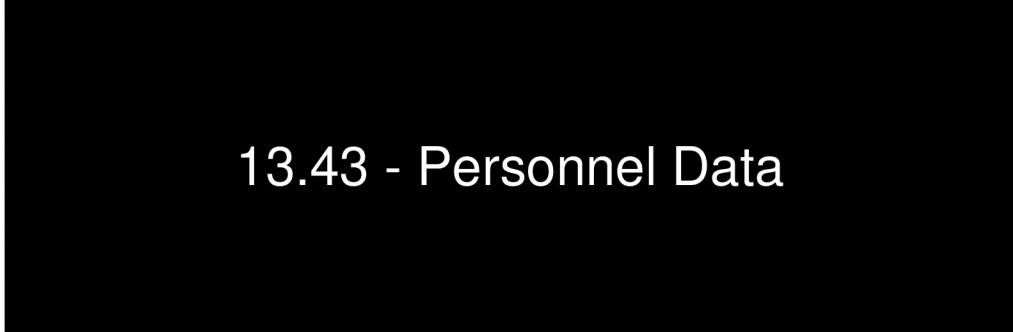
Address 1:

Address 2:

City:

Phone:

Gender:



Hire Information

Person ID: 6218131

Job Class #: 02350C

Job Class: Community Service Officer

Hire Date: 01/31/22

Pay Rate: \$20.04

Department: Police

Division: Police

Hire Req. #: 2021-00428

Job Term: Part-time

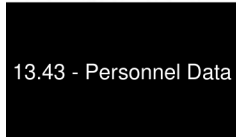
Comments:

Additional Information

Action/Action Reason:

Hire, New Hire - Regular

Date of Birth:



Marital Status:

Salary Step:

1

Earnings Distribution % - 1:

100

Earnings Distribution % - 2:

Combo Code - 1:



Combo Code - 2:

Probationary Date:

01/31/2023

Supervisor ID (hiring Job Code only):

Expected End Date:

Printed on January 20, 2022

All MPD Personnel:

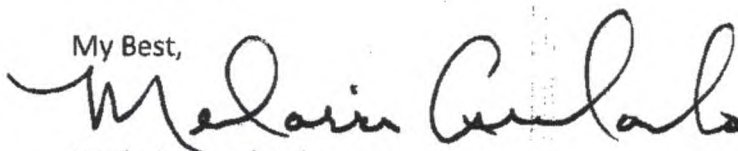
RE: Important Message Concerning Email

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 the City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Anyone who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

Employees are prohibited from intentionally viewing, sending or disseminating inappropriate email materials, including harassing, threatening or obscene materials (any materials with ANY sexual connotation). You are encouraged to advise anyone who sends or disseminates such inappropriate materials to stop from doing so. If you view such materials or receive such materials from a City employee, vendor, volunteer or other agent of the City, report it to your immediate supervisor, the Human Resources Generalist, or the Minneapolis Police Department's Internal Affair Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

My Best,



Medaria Arradondo
Chief

Name Abdirizag Mohamed Mumin Employee Number 004909

Signature Abdirizag Mohamed Mumin Date 1/14/22

(Acknowledgement Receipt)

POLICE COMMUNITY SERVICE OFFICER (CSO) LOAN AGREEMENT

THIS AGREEMENT, entered into this 14th day of January, 2022 by and between the City of Minneapolis (hereinafter called the "City") and Abdirag Mohamed Mumin (hereinafter called the "Employee").

WHEREAS, the City is in need of Police Officer Standards and Training (POST) Board certified people to become police officers in the City of Minneapolis; and

WHEREAS, the City is willing to assist people to become POST Board certified and to become police officers in the Minneapolis Police Department by training and employing interested and qualified candidates in the pathway position of Community Service Officer ("CSO") while they complete required education and training; and

WHEREAS, the City is willing to provide financial assistance to individuals for the costs of POST-required education and training on the condition that the individuals, after being hired as Minneapolis CSOs, remain with the City for the duration of the CSO program, successfully pass the POST licensing exam, timely advance to the Minneapolis Police Academy, and work as Minneapolis police officers for an additional three years after becoming a Police Officer;

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


1. The Employee is entering into the CSO program and this Agreement with knowledge of the POST Board minimum selection standards (attached as Exhibit A) and with the good-faith intent to: (a) meet the minimum selection standards at or before the end of the CSO program; (b) be employed with the City as a Police Officer within three years from the date of this Agreement; and (c) remain actively employed with the City for a minimum of three years once the Employee becomes a Police Officer.
2. The Employee agrees to remain enrolled (or, if not presently enrolled, immediately enroll and remain enrolled) as a full-time student at an accredited institution and maintain a cumulative 2.5 grade point average while in the CSO program, working towards completion of POST-required education and training.
3. The Employee agrees to complete the POST-required education and training within three calendar years from the date of this Agreement.
4. The Employee agrees to sit for the POST licensing exam at the first available opportunity following the CSO's completion of the education and skills training requirements.
5. The Employee further agrees to enter the Police Academy with the City at the next available opportunity following the Employee's completion of the education and skills training requirements. The Employee is permitted to begin the Police Academy prior to successfully passing the POST licensing exam if there is no licensing exam administered between the Employee's completion of the education and training requirements and the scheduled start of the Police Academy. The expectation otherwise is that the Employee successfully pass the POST Licensing Exam prior to starting the Police Academy.
6. The Employee agrees to remain in the CSO position from the completion of the required education and training until the Employee enters the Police Academy. The Employee further agrees to serve three full years as a Police Officer with the City.
7. In exchange for the Employee's commitments described herein, the City agrees to lend to the Employee the amounts to cover the costs of tuition, required books, and required school fees of the POST education and training program (the "Loan"), up to a total of \$24,000. This amount represents the fair and reasonable cost and market value of the required education and training program.
8. The Employee agrees to borrow up to \$24,000 from the City to pay for the costs of tuition, required books, and required school fees.
9. The Employee agrees to provide the City with receipts and/or proof of enrollment, including proof that the Employee is maintaining a cumulative 2.5 grade point average, upon request. Where possible, the City will pay tuition and other fees directly to the accredited institution. The Employee otherwise may submit receipts for reimbursement. Failure to provide receipts or other proof to the City's satisfaction will result in termination from the CSO program and from City employment.

10. For every month of full-time service as a Minneapolis Police Officer that the Employee works, for a period of 36 months, the balance of the Loan shall be reduced by 1/36th. When the balance on the Loan reaches zero (after 36 months of full-time service), the Loan shall be considered satisfied and paid in full. However, if the Employee ceases working as a Police Officer prior to working three full years of service, the Employee shall immediately pay to the City the entire balance owing on the Loan.
11. The Employee understands and agrees that the CSO position is not a permanent, career position. The CSO position should be held for no more than three years as a pathway to becoming a Police Officer. With the exception of passing the POST Licensing Exam, the timing of which is addressed in paragraphs 4 and 5 above, the Employee must be able to qualify as a Police Officer with the City at the time the Employee is due to enter the Police Academy. If the Employee is unable to qualify as a Police Officer with the City when the employee is due to enter the Police Academy, the Loan will become due and payable and the Employee will be terminated from the program and from City employment. Qualifications may include, but are not limited to, successful completion of educational requirements, US citizenship, successful completion of background requirements, health requirements, and other requirements established by the POST Board and/or the City. Read Exhibit A, attached, before signing this agreement.
12. Nothing in this Agreement alters the terms and conditions of employment as outlined in the applicable Collective Bargaining Agreement, Civil Service Rules, or other controlling documents. This Agreement does not create employment for a term or otherwise bind the City to continue employing the Employee for any particular period of time.
13. The undersigned authorizes the City to deduct, either in whole or part, the loan repayment from the Employee's last check if repayment is required. Any balance owing on the Loan shall immediately be paid by the undersigned. The undersigned understands that the City will further take any and all legal action to recover any remaining balance on the Loan.


January 14th 2022

Date

Abdirizag Mohamed Murrin
 Printed Name
 Community Service Officer


 Signature

CITY OF MINNEAPOLIS


 Pre-Service Training Lieutenant

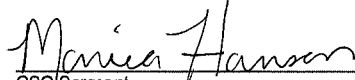

 CSO Sergeant

EXHIBIT A

MINIMUM SELECTION STANDARDS (Excerpt from Minn. R. 6700.0700)

Subpart 1. Selection standards. A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2.

- A. The applicant shall be a citizen of the United States.
- B. The applicant shall possess a valid Minnesota driver's license; or in case of residency therein, a valid driver's license from another state; or eligibility to obtain either license.
- C. The applicant shall complete a comprehensive written application.
- D. The applicant shall submit to a thorough background search, including searches by local, state, and federal agencies, to disclose the existence of any criminal record or conduct which would adversely affect the performance by the applicant of peace officer duties.
- E. The applicant must not be required to register as a predatory offender under Minnesota Statutes, section 243.166 or 243.167.
- F. No applicant may be appointed to the position of peace officer who has been convicted:
 - (1) of a felony in this state or in any other state or federal jurisdiction;
 - (2) of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;
 - (3) under Minnesota Statutes, section 609.224, 609.2242, 609.231, 609.2325, 609.233, 609.2335, 609.234, 609.324, 609.465, 609.466, 609.52, or 609.72, subdivision 3; or convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section 152.18, or any similar law of another state or federal law; or
 - (4) of any of the crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.
- G. The applicant shall be fingerprinted for the purpose of disclosure of any felony convictions. Fingerprint cards shall be forwarded to the appropriate divisions of the Bureau of Criminal Apprehension and the Federal Bureau of Investigation. The chief law enforcement officer shall immediately notify the board if a previous felony conviction is discovered.
- H. A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that the applicant is free from any physical condition which might adversely affect the performance of peace officer duties.
- I. An evaluation, including an oral interview, shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of peace officer duties.
- J. The applicant shall pass a job-related examination of the applicant's physical strength and agility to demonstrate the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.
- K. The applicant shall successfully complete an oral examination conducted by or for the agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.



HIRE/PERSONNEL ACTION FORM

Employee Information

Employee: Mumin, Abdirizaq M

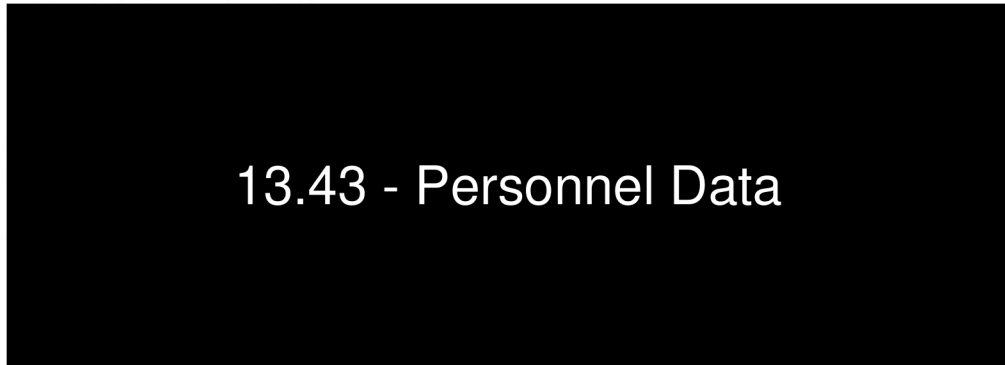
Address 1:

Address 2:

City:

Phone:

Gender:



Hire Information

Person ID: 6218131

Job Class #: 08170C

Job Class: Police Officer

Hire Date: 05/15/22

Pay Rate: \$33.87

Department: Police

Division: Police

Hire Req. #: 2022-00135

Job Term: Full-time

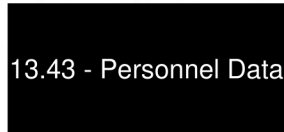
Comments:

Additional Information

Action/Action Reason:

Promotion, Central HR Staffing Process

Date of Birth:



Marital Status:

Salary Step:

11

Earnings Distribution % - 1:

100

Earnings Distribution % - 2:

Combo Code - 1:



Combo Code - 2:

Probationary Date:

09/08/2023

Supervisor ID (hiring Job Code only):

Expected End Date:

Printed on May 16, 2022

EMPLOYMENT APPLICATION



City of Minneapolis
350 South 5th
Room 1
Minneapolis, Minnesota - 55415
<http://www.minneapolismn.gov/jobs> (<http://www.minneapolismn.gov/jobs>)
Mumin, Abdirizaq, M
Police Officer (Recruit) Promotional Opportunity (AMENDED)

Received: 3/7/22
9:13 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Police Officer (Recruit) Promotional Opportunity (AMENDED)

Job Number:

2022-00133

NAME: (Last, First, Middle)

Mumin, Abdirizaq, M

PERSON ID:

6218131

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

13.43 - Personnel Data

EDUCATION

DATES:

from August/2019 to May/2022

SCHOOL NAME:

Century College

LOCATION:(City , State)

White bare lake, MN

DID YOU GRADUATE?

Yes No

DEGREE RECEIVED:

Associate's

MAJOR/MINOR:

Law Enforcement

DATES:

from October/2007 to May/2009

SCHOOL NAME:

Higher Ground Academy

LOCATION:(City , State) Saint Paul, MN	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma
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WORK EXPERIENCE

DATES: from July/2013 to Present	EMPLOYER: Allina Health	POSITION TITLE: Security Officer
ADDRESS: (Street, City, State, Zip Code): 800 E 28th St Minneapolis, MN 55407		COMPANY URL: www.allinahealth.org
PHONE NUMBER: (612)863-4391	SUPERVISOR: Trent Thomson - Captain	MAY WE CONTACT THIS EMPLOYER? 13.43 - Personnel Data
HOURS PER WEEK: 48	SALARY: \$2,154.00	

DUTIES:

Respond to all emergencies within the hospital campus.
 Perform patrols and escorts on hospital property.
 Enforces Trespass ordinances and make a citizen arrest for trespass.
 Monitors cameras, alarms & building access.
 Investigates calls for service and prepares written reports.
 Enforces administrative rules.
 Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses.

DATES: from August/2019 to October/2020	EMPLOYER: Maplewood Police Department	POSITION TITLE: Community Service Officer
ADDRESS: (Street, City, State, Zip Code): 1830 County Rd B East Maplewood, MN 55109		COMPANY URL: maplewoodmn.gov
PHONE NUMBER: (651)249-2600	SUPERVISOR: Kerry Helle - Lieutenant	MAY WE CONTACT THIS EMPLOYER? 13.43 - Personnel Data
HOURS PER WEEK: 12	SALARY: \$348.00	

DUTIES:

Transport in-custody arrestees to the LEC
 Delivery/Pickup of Evidence
 Animal Control Duties
 Administration Duties
 Parking Tickets
 Taking Non-Criminal Reports

REASON FOR LEAVING:

13.43 - Personnel Data

DATES: from May/2011 to July/2012	EMPLOYER: American Security, LLC	POSITION TITLE: Security Officer
ADDRESS: (Street, City, State, Zip Code): 1717 University Avenue Saint Paul, MN 55104		
PHONE NUMBER: (651) 644-1155	MAY WE CONTACT THIS EMPLOYER? 13.43 - Personnel Data	
HOURS PER WEEK: 30	SALARY: \$720.00	
DUTIES: Secured premises and personnel by patrolling property; monitoring surveillance equipment, inspecting building, and access points. Prevented losses and damages by reporting irregularities, informing violators of policies and procedures. Maintained organization stability and reputation by complying with legal requirements. Contributed to team effort by accomplishing related results as needed.		
REASON FOR LEAVING: 13.43 - Personnel Data		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

SKILLS
OFFICE SKILLS: Nothing Entered For This Section
OTHER SKILLS: Nothing Entered For This Section
LANGUAGE(S): 13.43 - Personnel Data
SUPPLEMENTAL INFORMATION Nothing Entered For This Section

REFERENCES
13.43 - Personnel Data

13.43 - Personnel Data

Agency - Wide Questions

- 1. Are you a current City of Minneapolis employee? (This job is only available to current employees of the City. External applicants are not eligible to apply, and will not be considered.)**
Yes
- 2. For City of Minneapolis employees, in which department do you work?**
Police
- 3. For City of Minneapolis employees, please provide your job title.**
Community service officer (CSO)
- 4. For City of Minneapolis employees, please provide your employee ID or Badge number.**
004909

13.43 - Personnel Data

Job Specific Supplemental Questions

13.43 - Personnel Data

13.43 - Personnel Data

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 Mumin, Abdirizaq, M

Signature_____

Date_____

calls from the Agent's home or any location, without the need to travel and report in person to the City's place of business;

Now, therefore, the parties hereto agree as follows:

1. The phrase, "called back to duty" as used in Section 10.04, Subd. 5 for IT Service Desk Agents I and II only, shall include the answering calls, troubleshooting, and performing the usual Agent services from any location where the Agent is able to receives calls, texts and/or push notifications, access the internet, VPN, ServiceNow, Active Directory Management Console, and other City specific applications as required;
2. When an Agent is called back for duty, Section 10.04, Subd. 5 is hereby modified that the Agent shall earn a minimum of fifteen (15) minutes' pay at the rate of one and one-half (1 ½) hour' s pay at the employee's normal hourly rate. Agents shall account for their time in 15- minute increments.

Salary Schedule Premiums:

ACTING SUPERVISOR AT IMPOUND LOT

Provided that the Customer Service Representative will receive an additional rate when assigned as an Acting Supervisor at the Impound Lot.

See salary schedule for shift differential and premium pay sums.

In signing below, Employee acknowledges receipt of the Additional Rates of Pay Addendum of the Employee Wage Notice.



Employee Signature

Abdurizag Mumin

Print Employee Name

1/22/22

Date

Employer or deducted from the employee's account as disciplinary action. Each business activity should have a vacation policy. The policy and the related procedures (work rules) may contain any business-related limitations deemed necessary by the Employer. Employees may request the use of vacation within the policy parameters in writing. If the employee requests the use of vacation in writing, the department head, or his/her designee, shall respond in writing. If an employee is repeatedly denied in writing the use of vacation requested within the parameters, the reasonableness of such denials shall become subject to the dispute resolution procedures contained in Article 4 of this Agreement. Any grievance filed under this section shall be filed exclusively by the Union and shall be filed at Step 2. If the denials are found to be unreasonable, the remedy shall be the immediate scheduling of the number of requested vacation days in the last written request. Modifications to the procedures or restrictions related to the vacation policy shall be governed under Article 18 of the Agreement.

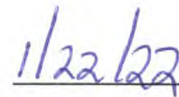
In signing below, Employee acknowledges receipt of the Accrual Rate and Terms of Use for Vacation Addendum of the Employee Wage Notice.



Employee Signature



Print Employee Name



Date

subdivision limits the rights of employees under the provisions of Section 13.02, Subd. 5 (Family and Medical Leaves) of this Agreement.

Section 15.03 - Eligibility, Accrual and Calculation of Sick Leave

- A. Non-Exempt Employees. If permanently certified employees who regularly work more than half time per week, are absent due to illness, such absences shall be charged against their accumulated accrual of sick leave. Sick leave pay benefits shall be accrued by eligible employees at the rate of twelve (12) days per calendar year worked and shall be calculated on a direct proportion basis for all hours of credited work time other than overtime.

Eligible employees shall be granted a full yearly allotment of sick leave on January 1st of each year. Should an employee separate from City service, sick leave eligibility shall be based on a monthly proportion of the yearly allotment.

Section 15.04 - Sick Leave Bank - Accrual

All earned sick leave shall be credited to the employee's sick leave bank for use as needed in compliance with Section 15.01 through Section 15.03, Section 10.04, Section 13.02 Subd. 5 and Section 14.02 of this agreement. However, the Employer may require medical verification in cases of suspected fraudulent sick leave claims including where the employee's use of sick leave appears systematic or patterned. In such of suspected fraudulent sick leave claims the supervisor may require an actual visit to an approved health care provider. Five (5) or more consecutive days of sick leave shall require an appropriate health care provider in attendance and verification of such attendance. The term in attendance shall include telephonically prescribed courses of treatment by a physician, which are confirmed by a prescription, or a written statement issued by the physician. Exempt employees shall only be required to use sick leave for full day absences.

Section 15.10 - Notification Required

Employees shall be required to notify their immediate supervisor as soon as possible of any occurrence within the scope of this article which prevents work. If the Employer has provided pre-work shift contact arrangements, employees shall be required to provide such notification no later than one (1) hour before the start of the work shift. If no such arrangements have been made, employees shall be required to provide such notification as soon as possible but in no event later than one-half (½) hour after the start of the shift.

In signing below, Employee acknowledges receipt of the Accrual Rate and Terms of Use for Sick Leave Addendum of the Employee Wage Notice.




Employee Signature

Abdurizal Mann

Print Employee Name

1/22/22

Date

Employee Wage Notice			
Employee Name: Abdirizag Mohamed Mumin		Date employment began: 1/31/22	
Employee ID: 004909		Legal name of employer: City of Minneapolis	
Department/Division: Police		Main office/principle place of business address: 350 South 5 th Street Minneapolis, MN 55415	
Job Classification Title: Community Service Officer- C		Employer's telephone number: (612) 673-3000	
Full/Part/Int Status	<input type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
Employment status (exempt or non-exempt):			
<input type="checkbox"/> Employee is exempt from: minimum wage, overtime, other provisions of Minnesota Statute Chapter 177			
Basis for exemption under Minnesota Statute Chapter 177:			
<input checked="" type="checkbox"/> Employee is non-exempt (entitled to overtime, minimum wage, other protections under Minn. Stat. Chapter 177)			
<input checked="" type="checkbox"/> Rate and Basis of Pay: \$20.037 As required by the AFSCME Local #9 collective bargaining agreement			
Paid by:	Hour <input checked="" type="checkbox"/>	Shift <input type="checkbox"/>	Salary <input type="checkbox"/> Other Method <input type="checkbox"/>
Additional rates (if applicable) and how the rate is applied: Overtime rules and rate of pay is governed by the AFSCME Local #9 collective bargaining agreement. The applicable rules are attached for your review and acknowledgement signature.			
Paid time off accruals: Actual accrual rates are based on full-time work of 2,080 hours per year.			
<input type="checkbox"/> Sick leave <input type="checkbox"/> Paid vacation <input type="checkbox"/> Other paid-time off accruals			
How sick leave benefits are accrued: Number of hours _____ or days _____ <input type="checkbox"/> per year <input type="checkbox"/> per month <input type="checkbox"/> per pay period <input type="checkbox"/> per hours worked			
How paid vacation benefits are accrued: Number of hours _____ or days _____ <input type="checkbox"/> per year <input type="checkbox"/> per month <input type="checkbox"/> per pay period <input type="checkbox"/> per hours worked			
Terms of use: Accrual rate and terms of use for sick leave and paid vacation are governed by the rules of the AFSCME Local #9 collective bargaining agreement. The applicable rules are attached for your review and acknowledgement signature.			
Deductions that <u>may</u> be made from employee's pay:			
a. Employment taxes and withholdings	f. Union dues		
b. Insurance premiums	g. Garnishments/Court Orders		
c. Retirement savings	h. Amounts permitted under Minn. Stat. Section 181.79		
d. Health and/or Dependent Care spending accounts	i. Any other amount the City of Minneapolis is permitted by law to withhold from your wages		
e. Transportation/parking costs			
Number of days in the pay period: 14		Regularly scheduled payday: Friday, bi-weekly	
Date employee will receive first payment of wages earned: 2/25/22			
In signing below, Employee acknowledges that:			
a. Employee has received a copy of this Employee Wage Notice; and			
b. This Employee Wage Notice is not a contract of employment or promise of employment for any specific term.			
c. This document does not represent your terms and conditions of employment. If there is a conflict between this summary and the official document governing your terms and conditions of employment, the latter prevails.			
Employee Signature:		Print employee name:	Date:
		Abdirizag Mumin	1/22/22

Officers Cornwell, Hetmaniak, Garza, Hain, Komarek, Sciorrotta, Langford, Mumin, Damon and SGT Kelly,

I want to recognize your courageous and tactically sound police work on 4/7/24 at about 2358 hours.

Officers were called to 22XX Bloomington AVE S on a person with a gun who also had warrants for his arrest. The caller stated the pergun and another male came to his home armed looking for the pergun's girlfriend who left the homes days ago. As the suspects were searching the home for the pergun's girlfriend the caller called 911. The caller meet with Officer Hain a block away. The caller's boyfriend was still inside the home with the suspects. Officers surrounded the home and called out the occupants. Officers Langford and Mumin were in the rear of the address while Officers Cornwell, Hetmaniak, Hain, Komarek, Sciorrotta and SGT Kelly were in the front. Officers Damon and Garza were blocking traffic on Bloomington AVE S. The two suspects fled out the back. The caller's boyfriend came out the front. One suspect was caught in the rear by Officers Langford and Mumin and a gun was recovered. The other suspect ran back inside the home. Officers Hain, Cornwell, Hetmaniak, Sciorrotta, Komarek, and SGT Kelly searched the home detaining the second suspect. The suspect who was arrested in the rear was booked for PC weapons and his ten warrants. The second suspect was found to have a warrant as well.

Officers Cornwell, Hetmaniak, Garza, Damon, Hain, Komarek, Sciorrotta, Langford, Mumin, and SGT Kelly your hard work, attention to detail and commitment to service has reflected greatly upon yourself, the third precinct and the MPD.

Sincerely,
Sergeant Stewart

Officers Langford, Mumin, Garcia, Kordian, Riley, Tubbs, Garza and Luna Sanchez,

I want to recognize your proactive, tactically sound and brave police work on 5/4/24 at about 2139 hours.

Officers Langford and Mumin located a stolen vehicle that had been taken at gun point at Lake ST E and Chicago AVE S. Officer Langford noticed that there were four people in the vehicle. Officers Langford and Mumin attempted to stop the vehicle at 31 ST E and Cedar AVE S, but it fled. Officer Langford noticed that the rear passenger kept making furtive movements. Officers Garcia, Kordian, Riley, Tubbs, Garza and Luna Sanchez joined in the pursuit. At Cedar AVE S and Washington AVE SE, the suspect vehicle stopped. Both back seat passengers fled on foot. Officers Langford and Mumin were able to take the driver into custody. Officer Garza took the front passenger into custody. Officers Riley, Tubbs and Kordian chased after the driver's side passenger taking him into custody after a short foot chase. Officers Garcia and Luna Sanchez chased after the rear passenger who had been making furtive movements. The rear passenger fled into a transit station where Officers Garcia and Luna Sanchez were able to take him into custody. All four were booked into HCJ.

Officers Langford, Mumin, Garcia, Kordian, Riley, Tubbs, Garza and Luna Sanchez your hard work, bravery and commitment to service has reflected greatly upon yourself, the third precinct and the MPD.

Sincerely,
Sergeant Stewart

Company/Agency

Allina Health

Address

800 E 28th St Minneapolis, MN 55407

Phone

(612)863-4391

Website

www.allinahealth.org

Position

Security Officer

Hours/Week

48

Employees Supervised**Dates**

July 2013 - 2022

Supervisor

Trent Thomson, Captain

Duties Summary

Respond to all emergencies within the hospital campus. Perform patrols and escorts on hospital property. Enforces Trespass ordinances and make a citizen arrest for trespass. Monitors cameras, alarms & building access. Investigates calls for service and prepares written reports. Enforces administrative rules. Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses.

Company/Agency

Maplewood Police Department

Address

1830 County Rd B East Maplewood, MN 55109

Phone

(651)249-2600

Website

maplewoodmn.gov

Position

Community Service Officer

Hours/Week

12

Employees Supervised

Dates

August 2019 - October 2020

Supervisor

Kerry Helle, Lieutenant

Duties Summary

Transport in-custody arrestees to the LEC Delivery/Pickup of Evidence Animal Control Duties Administration Duties Parking Tickets Taking Non-Criminal Reports

Company/Agency

American Security, LLC

Address

1717 University Avenue Saint Paul, MN 55104

Phone

(651) 644-1155

Position

Security Officer

Hours/Week

30

Employees Supervised

Dates

May 2011 - July 2012

Duties Summary

Secured premises and personnel by patrolling property; monitoring surveillance equipment, inspecting building, and access points. Prevented losses and damages by reporting irregularities, informing violators of policies and

procedures. Maintained organization stability and reputation by complying with legal requirements. Contributed to team effort by accomplishing related results as needed.

January 12, 2022

Abdirizaq Mumin

13.43 - Personnel Data

Dear Abdirizaq,

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

Salary: Your starting salary will be Step 1 of the approved salary schedule for this position: \$20.037 per hour. City employees are paid bi-weekly. You will receive your first partial paycheck on February 25, 2022.

Benefits: Since you are scheduled to work less than 30 hours a week, you will not be immediately eligible to enroll in the City of Minneapolis Medical Plan. If you average 30 or more hours of service during the 12-month period that starts after your hire date, you will be eligible to enroll in the medical plan. Plan information will be provided if applicable.

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 two full weeks of training. On Monday, January 31, 2022, please report to the MPD Strategic Operations Center located at 4119 DuPont Avenue North, Minneapolis. Orientation begins at **0800 hours**. Arrive in business attire no later than 0745 hours.

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 new hire paperwork.

Identity verification and employment eligibility to work in the United States is 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 **11468**
- You will see a link for instructions once you have signed in

Please note that you are also required to present the original documents (i.e. Driver's License and SS Card or Passport) to prove your identity and authorization to work in the United States on your first day of employment. Human Resources Representatives will be in attendance on your first day to verify your documents.

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 through Friday from 0800 to 1600 hours, but may vary.

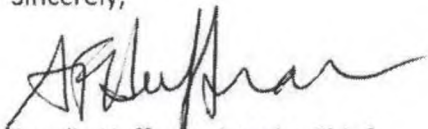
Uniforms and Equipment: The Minneapolis Police Department will be supplying some of the equipment needed for the Community Service Officer position. A complete equipment list will be at Galls at 2200

Lyndale Ave S, Minneapolis, MN 55405. 612.377.0011. They require you to call ahead and make an appointment with their staff so that they can work to fulfill your customized order. **Orders typically take several weeks to complete, so please contact them to setup your appointment immediately. You will be expected to have all equipment by the time the Community Service Officer Academy starts on January 31, 2022.** Some items will have to be purchased by you. Galls will have the complete list of items that you are required to have for the program.

Contact: Please feel free to call Sergeant Monica Hanson at 612-290-0285 or Lieutenant Marjane Khazraeinazmpour at 612-666-2297 if you have questions or concerns.

Congratulations, we look forward to seeing you on your first day with the Minneapolis Police Department.

Sincerely,



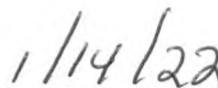
Amelia Huffman, Interim Chief
Office of Professional Standards, Minneapolis Police Department

Cc: Employee Personnel file
Department HRIS Administrator

I, Abdirizaq Mumin accept the job offer of Community Service Officer as outlined in this letter. I also acknowledge the Community Service Officer position is not a permanent and long-term position with the City. I understand that I have up to three years to meet Police Officer qualifications to be considered for promotion.



Signature



Date

2021-00428 - Community Service Officer - AMENDED

Contact Information -- Person ID: 6218131

Name: Abdirizaq M Mumin Address:

13.43 - Personnel Data

Home Phone: 13.43 - Personnel Data Alternate Phone:

Email: 13.43 - Personnel Data

Personal Information

13.43 - Personnel Data

Education**College/University***Century College*<http://www.minneapolis.edu/>
8/2019 - 5/2022

White bare lake, Minnesota

Did you graduate: No

Major/Minor: Law Enforcement

Degree Received: Associate's

High School*Higher Ground Academy*<http://www.hgacademy.org/>
10/2007 - 5/2009

Saint Paul, Minnesota

Did you graduate: Yes

Highest Level Completed: 12

Did you receive a GED?

Degree Received: High School Diploma

Work Experience**Security Officer**

7/2013 - Present

Allina Health

www.allinahealth.org

800 E 28th St

Minneapolis, Minnesota 55407

(612)863-4391

Hours worked per week: 48

Monthly Salary: \$2,154.00

Name of Supervisor: Trent Thomson - Captain

May we contact this employer? 13.43

Duties

Respond to all emergencies within the hospital campus.

Perform patrols and escorts on hospital property.

Enforces Trespass ordinances and make a citizen arrest for trespass.

Monitors cameras, alarms & building access.

Investigates calls for service and prepares written reports.

Enforces administrative rules.

Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses.

Community Service Officer

8/2019 - 10/2020

Maplewood Police Department

maplewoodmn.gov

1830 County Rd B East

Maplewood , Minnesota 55109

(651)249-2600

Hours worked per week: 12

Monthly Salary: \$348.00

Name of Supervisor: Kerry Helle - Lieutenant

May we contact this employer? 13.43

Duties

Transport in-custody arrestees to the LEC
 Delivery/Pickup of Evidence
 Animal Control Duties
 Administration Duties
 Parking Tickets
 Taking Non-Criminal Reports

Reason for Leaving

13.43 - Personnel Data

Security Officer
 5/2011 - 7/2012

Hours worked per week: 30
 Monthly Salary: \$720.00
 May we contact this employer? **13.43**

American Security, LLC
 1717 University Avenue
 Saint Paul, Minnesota 55104
 (651) 644-1155

Duties

Secured premises and personnel by patrolling property; monitoring surveillance equipment, inspecting building, and access points.
 Prevented losses and damages by reporting irregularities, informing violators of policies and procedures.
 Maintained organization stability and reputation by complying with legal requirements.
 Contributed to team effort by accomplishing related results as needed.

Reason for Leaving

13.43 - Personnel Data

Certificates and Licenses

Skills

Office Skills
 Typing:
 Data Entry:

Languages

13.43 - Personnel Data

Additional Information

References

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:

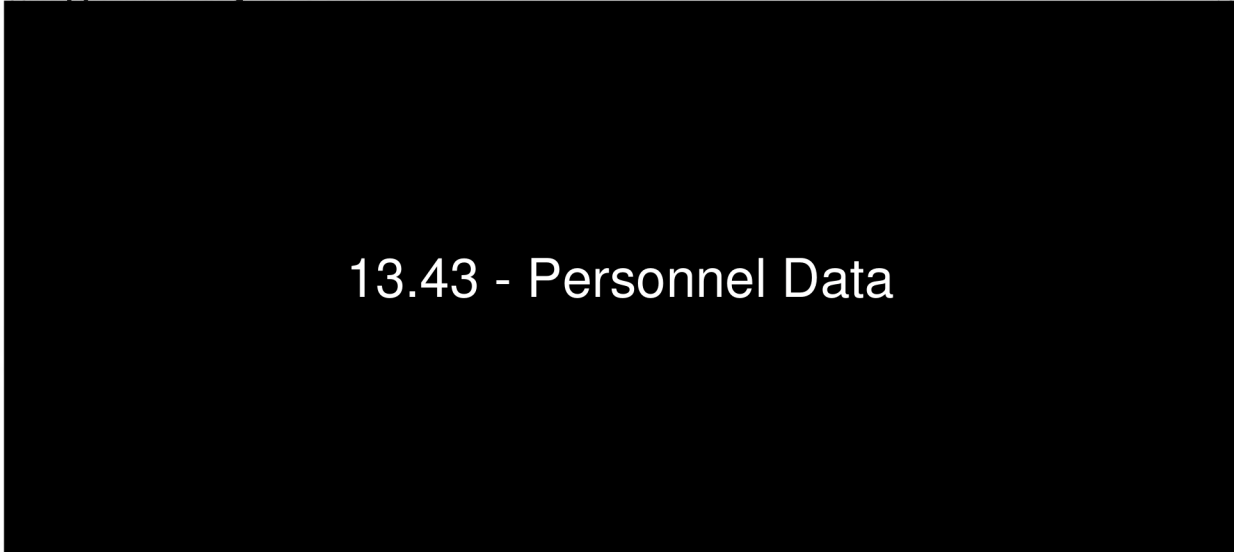
- 3. Q: For City of Minneapolis employees, please provide your job title.
A:

- 4. Q: For City of Minneapolis employees, please provide your employee ID or Badge number.
A: 004909



13.43 - Personnel Data

Supplemental Questions



13.43 - Personnel Data



13.43 - Personnel Data

13.43 - Personnel Data

May 4, 2022

Abdirizaq Mumin

13.43 - Personnel Data

Dear CSO Mumin,

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

Salary: You will begin at the Recruit Step on our salary schedule, which is \$33.87 per hour. Thereafter, eligibility for subsequent step progression shall be as established by the Labor Agreement, assuming successful completion of performance requirements. You are also eligible to receive up to \$7,000 in hiring incentives for employment through the end of the year contingent on completion of probation and field training.

Probation: While in the Police Academy you are on probation. Upon successful completion of the Police Academy, your probationary period continues for 12 months serving 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 96 hours of vacation your first year. Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation after 6 months of service.

Holidays: Full time employees receive twelve (12) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples Day (aka Columbus Day), Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

Sick Leave: Full time employees earn up to 96 hours per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave as you accrue sick leave.

Union: Your job classification is represented by the Police Officers Federation. Their main number is 612-788-8444. You can review your contract at <http://www.minneapolismn.gov/hr/laboragreements/index.htm>.

Healthcare: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective June 1, 2022. Please visit <http://www.ci.minneapolis.mn.us/hr/benefits/index.htm> for more detailed plan information. You may also contact our Benefit Division at 612-673-2282 for assistance with your benefit questions.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.50% and the employee's rate is 6.50%.

Orientation: Monday, May 16, 2022- Please report to the MPD Strategic Operations Center located at 4119 DuPont Avenue North, Minneapolis, no later than 0800 hours. Come dressed in business attire and bring the following documents and equipment:

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

Human Resources Representatives will be in attendance on your first day to provide you with helpful information, to answer questions, and to complete the remainder of your employee paperwork.

Academy: The Police Academy is 15 full weeks of training. Except for the first day, your hours during the Recruit Academy will be Monday through Friday from 0800 – 1600 hours.

Uniforms and Equipment: See enclosed provided document.

Contacts: If you have questions or concerns, feel free to call either of the following:

- Lt. Molly Fischer (612) 919-9264
- Heather Rende, Human Resources Consultant (612) 439-9462

This is an exciting time in law enforcement and with the City of Minneapolis! We look forward to seeing you on your first day with the Minneapolis Police Department.

Sincerely,

Troy Schoenberger

Troy Schoenberger
Deputy Chief
Office of Professional Standards
Minneapolis Police Department

Cc: Employee Personnel file
Dept. HRIS administrator

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

Abdirizaq Mumin

Signature

Abdirizaq Mumin

05/05/22

Date