



BIG LAKE POLICE DEPARTMENT

Joel D. Scharf, Chief of Police

790 Minnesota Avenue, Suite 1
Big Lake, Minnesota 55309
(763) 251-2996 - records@biglakepolice.com

November 14, 2019

To All Applicants;

The Big Lake Police Department is currently accepting applications for the position of Patrol Officer – Full Time. Our Patrol Officers work a 12-hour shift rotation, with every other weekend off. Officers bid their shifts for a year at a time based upon seniority. This position will be scheduled accordingly working 7, twelve-hour shifts per 14-day rotation, with a consistent rotation comprised of 5 days on, 5 days off, 2 days on, 2 days off.

The Big Lake Police Department currently has a staff of 13 full time sworn Police Officers, 2 Police Specialists, and 1 Community Service Officer. The current sworn staffing structure includes; Chief of Police, Captain, 2 Sergeants, General Investigator, and 8 Patrol Officers. It is anticipated a 14th Sworn Position will be approved in our final 2020 Budget. We provide 24-hour service to our approximately 12,000 residents and work closely with the Elk River and Becker Police Departments, as well as the Sherburne County Sheriff's Department. The Big Lake Police Department is an active department, and we are projected to pass 15,000 calls for service in 2019. Our department prides itself on modern technology, equipment, and ample training opportunities for our officers. The members of the Big Lake Police Department are a self-driven, highly motivated team of professionals who strive to provide exceptional public safety services to the residents and visitors of our community.

The men and women of the Big Lake Police Department proudly serve this very unique and picturesque community located on U.S. Highway 10 between the metro areas of Minneapolis/St. Paul and St. Cloud. The City of Big Lake is currently comprised of an area 12 square miles encompassing four lakes including the recreational lakes of Big Lake and Lake Mitchell. Also located within the City of Big Lake are the Northstar Metro Commuter Line providing direct and rapid access to Minneapolis / St. Paul. Other outdoor recreational amenities of our community include; over 20 miles of bike trails, snowmobile ATV trails, and 15 City Parks. The City of Big Lake is a rapidly growing community, seated on Sherburne County, one of the metro's fastest growing counties.

Compensation and Benefits:

The 2020 Law Enforcement Labor Services Contract provides for the following benefits:

- Salary Range - \$61,547 to \$77,967, top step begins in the 9th year of employment.
- Lateral entry up to step 3.
- Uniform Allowance of \$850.00 per year (initial uniforms provided by department).
- Up to \$1,000 per year for successful completion of fitness program.
- Shift differential for hours worked between 18:00-06:00 hours.
- 14 Vacation Days per year – entry, 26 days per year at 14 years.
- 2 Personal Days per Year.
- Full single health care with HSA, maximum monthly premium for family coverage is \$175 per month.

POST Status

Those not currently POST Licensed may participate in this selection process, successful candidate(s) must be eligible for POST Board Licensure at the time of hire (no later than 01/01/2020). If not currently POST Eligible, please list your anticipated eligibility date in your cover letter.

Selection Process

The Big Lake Police Department will move aggressively through this process, the steps will include:

- **Step 1:** Submission of Resume, Cover Letter, and Supplemental Questionnaire.
 - Submitted electronically to Captain Matt Hayen; mhayen@biglakepolice.com
 - Supplemental Questionnaire must be typed.
 - Applicants desiring Veterans Preference must complete the Veterans Preference Application in addition to submission of DD214.
 - Application materials are due no later than **December 6, 2019 at 16:00 hours.**
- **Step 2:** Scoring Committee will rate each application and assign a score.
- **Step 3:** Oral Interview Panel
- **Step 4:** Chiefs Interview (selected candidate(s))
- **Step 5:** Contingent Offer of Employment
- **Step 6:** Background, Medical, and Psychological

To learn more about our department, and the City of Big Lake I encourage you to visit; www.biglakepolice.com, www.biglakemn.org, and Big Lake Police on Facebook. If you have any questions feel free to contact me at; mhayen@biglakepolice.com or at 763-251-2994.

Thank you for your interest in our department.

Captain Matt Hayen