

\*Indicates required info

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

Filed By ML  
Date 11/16/16

### Employee Job Change Form

*Employee ID Number:	105634	*Employee Name:	Crayton, Donnell
*Effective date of Action:	09/18/16	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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): 00000835

<b>REGULAR/TEMPORAY/SEASONAL STATUS</b>	<b>HOURS STATUS</b>
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

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

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	4	5	31.221	32.782

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4002300	-	-	-
	REG					
	REG			Certified 09/24/2012		

<b>PROBATION</b>					<b>PROBATION END DATE</b>	<b>DATE LAST WORKED</b>
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code	FICA Status
		<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	

## 13.43 - Personnel Data

Requires SEI (Statement of Economic Interest)	
*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
*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)	*Date - enter below



\*Indicates required info

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

Filed By ML  
Date 11/16/16

### Employee Job Change Form

*Employee ID Number:	105634	*Employee Name:	Crayton, Donnell
*Effective date of Action:	09/18/16	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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): 00000835

REGULAR/TEMPORAY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

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

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	4	5	31.221	32.782

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4002300	-	-	-
	REG			-	-	-
	REG			Certified 09/24/2012	-	-

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code	FICA Status
		<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	

## 13.43 - Personnel Data

Requires SEI (Statement of Economic Interest)	
*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
*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)	*Date - enter below



\*Indicates required info

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

Filed By *cm*  
Date *10-1-15*

### Employee Job Change Form

*Employee ID Number:	105634	*Employee Name:	Donnell Crayton
*Effective date of Action:	09/20/15	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date: St. Ent. Date 09/24/15	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Dept Code:	Police Department - 4000000	Location Code:	4000 Company Code: MPL (City and MBC)

\*Job Code/Job Title: 08170C Police Officer-C

Position Number (if applicable):

REGULAR/TEMPORARY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS	CLASSIFIED INDICATOR
Certified	Classified (City)

PAY GROUP (if Detail use positive pay group for all records):	STANDARD HOURS PER WEEK (use 0 for details or intermittent):
PDP Police Dept Positive Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO		3	4	29.734	31.221

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
	REG					
	REG					
	REG					

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 mon...	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code	FICA Status
		<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	

Requires SEI (Statement of Economic Interest)

13.43 - Personnel Data

*Submitted By (type or print name below)	*Date - enter below
<i>[Signature]</i>	
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>[Signature]</i>	<i>9/28/15</i>
*If Transfer (Signature of accepting department representative below)	*Date - enter below
<i>[Signature]</i>	
*If Transfer or Voluntary Demotion (Employee Signature below)	*Date - enter below
*Entered into HRIS by (HRIS Representative Signature below)	*Date - enter below
<i>USA Brown</i>	<i>9/28/2015</i>



\*Indicates required info

Filed By CM  
Date 11-24-14

### Employee Job Change Form

*Employee ID Number:	105634	*Employee Name:	Crayton, Donnell
*Effective date of Action:	09/21/14	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary.	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	indicate expected end date:	St. Ent. Date 09/24/14
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Dept Code:	Police Department - 4000000	Location Code:	4000
		Company Code:	MPL (City and MBC)

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

<b>REGULAR/TEMPORARY/SEASONAL STATUS</b>	<b>HOURS STATUS</b>
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):
<b>EMPLOYEE CLASS</b>	<b>CLASSIFIED INDICATOR</b>
Certified	Classified (City)
<b>PAY GROUP</b> (if Detail use positive pay group for all records):	<b>STANDARD HOURS PER WEEK</b> (use 0 for details or intermittent):
PDP Police Dept Positive Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO		2	3	27.514	28.89

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
	REG					
	REG					
	REG					

<b>PROBATION</b>					<b>PROBATION END DATE</b>	<b>DATE LAST WORKED</b>
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 mon...	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

Union Code	New Union Code	Officer Code	FICA Status
		<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	

13.43 - Personnel Data

*Submitted By (type or print name below)	*Date - enter below
<i>[Signature]</i>	
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>[Signature]</i>	10/1/14
*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)	*Date - enter below
<i>Use Brauh</i>	10/2/14



\*Indicates required info

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

Filed By *cm*  
Date *11-5-13*

### Employee Job Change Form

*Employee ID Number:	105634	*Employee Name:	Crayton, Donnell
*Effective date of Action:	09/22/13	*Action/Reasons:	Pay Rate Change Step Increase
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary,	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	indicate expected end date:	St. Ent. Date 09/24/13
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Dept Code:	Police Department - 4000000	Location Code:	4000
		Company Code:	MPL (City and MBC)
*Job Code/Job Title:	08170C Police Officer-C		

Position Number (if applicable):	
<b>REGULAR/TEMPORARY/SEASONAL STATUS</b>	<b>HOURS STATUS</b>
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):
<b>EMPLOYEE CLASS</b>	<b>CLASSIFIED INDICATOR</b>
Certified	Classified (City)
<b>PAY GROUP</b> (if Detail use positive pay group for all records):	<b>STANDARD HOURS PER WEEK</b> (use 0 for details or intermittent):
PDP Police Dept Positive Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO		1	2	25.691	26.975

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
	REG					
	REG					
	REG					

<b>PROBATION</b>					<b>PROBATION END DATE</b>	<b>DATE LAST WORKED</b>
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other		

<b>Union Code</b>	<b>New Union Code</b>	<b>Officer Code</b>	<b>FICA Status</b>
		<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	

13.43 - Personnel Data

*Submitted By (type or print name below)	*Date - enter below
See attached information	
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>[Signature]</i>	10/2/13
*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)	*Date - enter below
<i>[Signature]</i>	10/3/2013



\*Indicates required info

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

Filed By cm  
Date 11/5/12

### Employee Job Change Form

*Employee ID Number:	105634	*Employee Name:	DONNELL (nmn) CRAYTON
*Effective date of Action:	09/24/12	*Action/Reasons:	Transfer From Uncertified to Certified
*Are these changes permanent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected end date:	
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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): 00000835

REGULAR/TEMPORAY/SEASONAL STATUS	HOURS STATUS
Regular	<input checked="" type="checkbox"/> Full-Time
	<input type="checkbox"/> Part-Time (enter hours per week):
	<input type="checkbox"/> Intermittent (enter approximate hrs per week):

EMPLOYEE CLASS	CLASSIFIED INDICATOR
Certified	Classified (City)

PAY GROUP (if Detail use postive pay group for all records):	STANDARD HOURS PER WEEK (use 0 for details or intermittent):
PDE Police Dept Exception Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	1	1	15.035	25.691

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	400	4100--		
	REG					
	REG					

PROBATION					PROBATION END DATE	DATE LAST WORKED
<input type="checkbox"/> None	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 months	<input checked="" type="checkbox"/> 12 months	<input type="checkbox"/> Other	09/24/13	

Union Code	New Union Code	Officer Code	FICA Status
CAF	CPO	<input type="checkbox"/> Non-Sworn <input checked="" type="checkbox"/> Sworn	

## 13.43 - Personnel Data

Requires SEI (Statement of Economic Interest)

*Submitted By (type or print name below)	Irene Ghatt	*Date - enter below	10/02/12
*Approved By (Signature of authorized department representative below)	<i>[Signature]</i>	*Date - enter below	10-2-12
*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)	<i>[Signature]</i>	*Date - enter below	10/4/2012

Original: Department Personnel File

*Started*  
195082

*Started*  
194982  
1371

Revised:06/2010

**Employment Information**

Donnell Crayton      EMP      ID: 105634      Empl Rcd #: 0

**Organizational Instance**

<b>Organizational Instance Rcd:</b>	0	<b>Original Start Date:</b>	06/16/2003	<input checked="" type="checkbox"/> <b>Override</b>
<b>Last Start Date:</b>	06/04/2012	<b>First Start Date:</b>	06/12/2005	
<b>Termination Date:</b>			<b>Years Months Days</b>	
<b>Org Instance Service Date:</b>	06/12/2005	<input type="checkbox"/> <b>Override</b>	7    3    22	

**Organizational Assignment Data**

**Instance Record**

<b>Last Assignment Start Date:</b>	06/04/2012	<b>First Assignment Start:</b>	06/12/2005
<b>Assignment End Date:</b>			
<b>Home/Host Classification:</b>	Home	<b>Years Months Days</b>	<u>Time Reporter Data</u>
<b>Company Seniority Date:</b>	06/12/2005	<input type="checkbox"/> <b>Override</b>	7    3    22
<b>Benefits Service Date:</b>	06/04/2012	<input checked="" type="checkbox"/> <b>Override</b>	0    4    0
<b>Seniority Pay Calc Date:</b>	06/04/2012	<input checked="" type="checkbox"/> <b>Override</b>	0    4    0
<b>Probation Date:</b>		<b>Leave Accrual Date:</b>	06/04/2012
<b>Professional Experience Date:</b>	06/04/2012	<b>Last Verification Date:</b>	
<b>Business Title:</b>	Police Officer-C	<b>Position Phone:</b>	

USA

[Job Data](#)      [Employment Data](#)      [Earnings Distribution](#)      [Benefits Program Participation](#)      [Classification Hours](#)

Save    Return to Search    Notify    Refresh
















Update/Display    Include History    Correct History








**Classification Hours**

Donnell Crayton                      EMP                      ID: 105634                      Empl Rcd #: 0

Total City Longevity Hours 10110.00

Classification Hours		Customize   Find   View All   	First  1-6 of 7  Last
Job Code	Description	Classification Hours	
1 01120P	Attendant IV Park-P	2,025.50	 
2 02350C	Community Service Officer-C	1,711.75	 
3 07410P	Park Patrol Agent Seas Crtfd-P	4,623.25	 
4 08750P	Recreation Specialist A-P	97.25	 
5 08760P	Recreation Specialist B-P	1,194.75	 
6 C09812	METP Summer Youth 9102	235.00	 

[Job Data](#)     
 [Employment Data](#)     
 [Earnings Distribution](#)     
 [Benefits Program Participation](#)     
 [Classification Hours](#)

 Save   
  Return to Search   
  Previous in List   
  Next in List   
  Notify

 Update/Display   
  Include History  
 Correct History



**MacDonald, Kimberlee S.**

Filter By **CM**  
Date **11/13**

**From:** HRIS  
**Sent:** Thursday, September 20, 2012 10:17 PM  
**To:** jreichert@minneapolisparcs.org; Schiltz, Elizabeth M.; Paulsen, Mark L.; **13.43**  
**13.43** Robinson, Arlene G; Saenger, Janice D.; Johnson, Julie K;  
sroeni@minneapolisparcs.org; Gabbard, Jennifer J.; Teresa Chaika; Denson, Linda O.;  
Gallagher, Nora M.; trooney@mplspha.org; Charlton, Kelley M;  
rheryla@minneapolisparcs.org; Yuzna, Cheryl A.; Ranaweera, Nilushi; Stachowski, Kathy J.;  
Strong, Carol A.; Effinger, Leora; Kawaters, Jennie S; Kammerer, Dennis P.; Melvin, Mary  
Ann; Vang, Sea T.; Smith, Jennifer A (Public Works); Flowers, Millicent L.; Hebner, Tina A.;  
Richart, Geri K.; Peterson, Char A.; Misencik, Dawn M.; Haines, Darla; Jones, Karen S.; Penn,  
Cherie A.; Melloy, Carol Y.; MacDonald, Kimberlee S.; Lahd, Diana L.; Zelazny, Bonita L. J.;  
Scheller, Roxanne L.; Ghatt, Irene; Lajon, Janis M.; Paulsen, Mark L; Martin, Nancy; Connors-  
Smith, Dani J.; Stringfellow, Kimberly M.; Tracy, Pamela A.; Ruona, Anne; Brown, Judy;  
Caron, Karen A.; Duncan, Susan M.; Barrett, James; Kunick, Sandy A.; Delaney, Erin  
**Subject:** Invitation - A Transfer request requires processing - Dept 4000000

A Transfer request requires processing.

Applicant Name: **Donnell Crayton**  
Former Worker: No  
Employee ID: 105634  
Type of Hire: Transfer  
Comments:

**New Hire:**

1. Verify 'Start' date
2. Review Comments section for any special notes
3. Verify data against 'Hire' form completed by the new employee and hiring manager

**Transfer:**

1. Verify 'Type of Hire'
2. Verify 'Start' date
3. Review Comments section for any special notes
4. Verify data against Employee Job Change Form
5. If this is a Demotion or Promotion, make sure you save the Job row before you change the Action/Reason codes

To process this request , visit:

[http://cmean315.ci.minneapolis.mn.us/psp/hris/EMPLOYEE/HRMS/c/ADMINISTER\\_WORKFORCE\\_\(GBL\).HR\\_MANAGE\\_HIRES.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.HC\\_WORKFORCE\\_ADMINISTRATION.CO\\_PERSONAL\\_INFORMATION.HC\\_ORG\\_RELATIONSHIP.HC\\_HR\\_MANAGE\\_HIRES&IsFolder=false&IgnoreParamTempl=FolderPathNoclsFolder](http://cmean315.ci.minneapolis.mn.us/psp/hris/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).HR_MANAGE_HIRES.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_WORKFORCE_ADMINISTRATION.CO_PERSONAL_INFORMATION.HC_ORG_RELATIONSHIP.HC_HR_MANAGE_HIRES&IsFolder=false&IgnoreParamTempl=FolderPathNoclsFolder)

Filed By CM  
Date 2-11-14

**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: Donnell Crayton  
(please print)

EMPLOYEE SIGNATURE Donnell Crayton Date: 12-19-13

BADGE/IDENTIFICATION NUMBER: 1328/105634

SUPERVISOR'S NAME AND SIGNATURE: T. Lordy  
Sgt. T. Lordy Date: 12-19-2013

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.



Filed By cm  
Date 11-15-12

### 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: Donnell Crayton  
(Please print)

SIGNED: Donnell Crayton

BADGE/EMPLOYEE #: 1328 / 105634

DATE: 09-24-2012

**SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY**



**Minneapolis**  
City of Lakes

Filed By CM  
Date 11-15-12

**Police Department**

Timothy J. Dolan  
Chief of Police

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

Office 612 673-2853  
TTY 612 673-2157

**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://insite/>. 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, Internal, Intranet and Web Site. 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. Any one 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 Affairs 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,

Timothy J. Dolan

Name Donnell Crayton Employee Number 105634  
(Printed)

Signature Donnell Crayton Date 09-24-12  
(Acknowledging Receipt)





cm  
3-6-13

## 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: Donnell Crayton  
(Please print)

SIGNED: Donnell Crayton

BADGE/EMPLOYEE #: \_\_\_\_\_

DATE: 06-04-2012

**SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY**



**Minneapolis**  
City of Lakes

**Police Department**

Timothy J. Dolan  
Chief of Police

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

Office 612 673-2853  
TTY 612 673-2157

**All MPD Personnel:**

**RE: Important Message Concerning Email**

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The policy covers all electronic communications, including the City's email, Internal, Intranet and Web Site. 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. Any one 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 Affairs 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,

Timothy J. Dolan

Name Donnell Crayton Employee Number \_\_\_\_\_  
(Printed)

Signature Donnell Crayton Date 06-04-2012  
(Acknowledging Receipt)



cm  
3-6-13



011)  
3-6-13

## 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 Dammell Craft

Employee # \_\_\_\_\_

Date 06-04-2012

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

Filed By CM

Date 11-15-12

**HIRE FORM**

HIRE DATE (Start Date) 09-24-2012 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 Donnell Middle Name (NMN) Last Name Crayton

Date of Birth [Redacted] Gender [Redacted] Marital Status [Redacted] Social Security Number [Redacted]

Apartment Number 13.43 Street Address [Redacted] City [Redacted] State [Redacted] Zip Code [Redacted] Phones (Include Area Code) [Redacted]

13.43 - Personnel Data 13.43 - Personnel Data 13.43 - Personnel Data

13.43 - Personnel Data

Race/Ethnic Group [Redacted] Veteran  No  Yes I-9 Verification [Redacted]

13.43 - Personnel Data 13.43

13.43 - Personnel Data

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

Employee ID 105634 Is this a Permanent Hire?  Yes  No If temporary, indicate expected Job end date: N/A Position Number: 00000835

Department Code 4000000 Location Code C4000 Establishment ID MPL Job Code 08170C Job Title Police Officer - C

Supervisor ID (if not using a position): [Redacted] Regular/Temporary/Seasonal Status  Regular (Permanent)  Temporary  Seasonal

Hours Status  Full Time  Part Time  Intermittent Office Code  Non-Sworn  Sworn (Fire & Police only)

Emp'l Class  Certified (Civil Service)  Uncertified Other  Outside Trades  Appointed  Charter Department Head  Elected  Ancillary Requires SEI (Statement of Economic Interest)  No  Yes

Standard Hours/Week 40 FICA Status 13.43 Union Code CPO Classified Indicator  Classified (City and Park)  Legislative Appointment  Political Appointment  Unclassified  Grant Employee  Permit  Temporary (Non-Permit)

Pay Group PDE Salary Plan CPO Salary Grade 01 Salary Step 1 Compensation Rate \$ 25,691

**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)
<u>100</u>	<u>REG</u>					<u>001004004100--</u>	
	<u>REG</u>						
	<u>REG</u>						

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

Tax Withholding (From W-4) Fed Status [Redacted] Fed Withholding [Redacted] State Status [Redacted] State Withholding Allowances [Redacted]

13.43 - Personnel Data

Approved by: J. Ghett Date 10/1/2012 Entered in HRIS By [Redacted] Date [Redacted]



**NOTICE TO NEW HIRES: YOUR RIGHTS AS A SUBJECT OF DATA  
(PLEASE READ THIS IMPORTANT INFORMATION)**

**YOUR RIGHTS AS A SUBJECT OF DATA**

In accordance with the Minnesota Government Data Practices Act we must inform you of your rights as a subject of data.

Some of the information required on the attached Hire Form is classified as private data under the Government Data Practices Act. We need this information in order to process your payroll and benefits and to maintain employment records as required by the City Charter.

Social Security Number is required as an identifier for payroll processing, tax withholding and reporting, processing benefits to which you are entitled, and maintaining employment history records as mandated by the City Charter and other laws. Your address is required so that your paycheck or direct deposit notice can be mailed to you. Your home phone number may be used to contact you if necessary. Your Date of Birth is required for benefits and pension administration. Emergency Contact information is requested (but not required) to allow us to quickly contact the person(s) you designate in case of an emergency. Your Driver's License information may be required if you will be driving City vehicles. Data requested for the Employment Eligibility Verification Form I-9 is required by federal law.

You are not legally required to supply race, gender, age, and disability data. If you supply that information, it will be used in summary form to monitor protected class employment and to meet federal, state and local reporting requirements.

If you choose to withhold essential data (other than race, gender, age, disability, phone numbers or emergency contacts) we may not be able to process your hire.

The data we collect about you is classified as either **PUBLIC** or **PRIVATE**. "Public" means that it is available to anyone who asks to see it. "Private" means that the data is only available to the person the information is about (you) and to staff who must see it in the normal course of conducting City of Minneapolis business, and as otherwise provided for by law. Data collected on, or in response to, your hire that is classified "Private" may be used by City of Minneapolis Human Resources and supervisory personnel who require access to the information in order to perform their job functions. It may be shared with a labor union, if applicable, with the Public Employee Retirement Association (PERA) or other organizations at your request. It may also be shared as required by current or future laws.

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Name, actual gross salary, salary range, contract fees, actual gross pension, the value and nature of employer-paid fringe benefits, the basis for and amount of any added compensation (such as expense reimbursements), job title, job description, your education and training background, previous work experience, the dates of first and last employment, your work location, work phone number, badge number, honors and awards received, payroll timesheets and other comparable data used only to account for your work time for payroll purposes (except to the extent that release of timesheet data would reveal the reasons for your use of sick leave, medical leave or other non-public data). Any information collected that is not classified as public (see above) is considered non-public, private or confidential. Some information regarding disciplinary actions is public depending on the status and results of the situation. When requests are received regarding disciplinary actions, City staff contacts the City Attorney's Office for clarification of what information is public.

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If you have any questions regarding your rights as a subject of data please contact:

**City of Minneapolis Human Resources Department  
Public Service Center - 250 South Fourth Street - Suite 100  
Minneapolis, Minnesota 55415-1339  
(612) 673-3982**

Last Updated: February 28, 2011

Hire Form - Part 2 (Supplemental Information)

Employee ID or Social Security Number 105634	Employee Name Donnell Crayton	Hire Date (Start Date) 09-24-2012
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MAILING ADDRESS (If different from home address (Optional))

Panel: Workforce Administration/Personal Information/Modify a Person /Contact Information

Street Address

Apt #

City

State

Zip

13.43 - Personnel Data

ADDITIONAL OR FORMER NAME (Optional)

Panel: Workforce Administration/Personal Information/Biographical/Additional Names

Name Type (such as "Preferred" "Maiden" "Former" "Legal" etc.)

NA

Name Part:

- Full
- Last
- First

Name

NA

EMERGENCY CONTACT - PRIMARY

Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact

13.43 - Personnel Data

ENTERED IN HRIS BY

DATE ENTERED:

PHONE:

Distribution: Original: Department Personnel File

Copy: Employee



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Public Service Center - 250 South Fourth Street - Suite 100  
Minneapolis, Minnesota 55415-1339  
(612) 673-3982**

Last Updated: February 28, 2011



**Minneapolis**  
City of Lakes

**Police Department**

Timothy J. Dolan  
Chief of Police

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

Office 612 673-2853  
TTY 612 673-2157

*Donnell Crayton*

*cm*  
*21973*

August 29, 2012

Donnell Crayton

**13.43 - Personnel Data**

Dear CSO Crayton,

This letter verifies that you have accepted a conditional job offer for a Recruit position within the Minneapolis Police Department. The condition of this job offer is that you participate and pass a drug and alcohol test.

**Drug and Alcohol Test: To be at clinic by: DATE:** 08/30/12 **TIME:** 0920

Occupational Medicine Consultants  
6515 Barrie Road, Suite 150, Edina, MN 55435  
Hours: 7:30 a.m. to 5:00 p.m. Monday through Friday

Walk-in appointment only. Must arrive at the clinic within 24 hours of receiving the conditional job offer.

Sincerely,

  
Captain Lawrence Doyle  
Minneapolis Police  
Commander Administrative Services  
350 S. 5th Street  
Minneapolis, Minnesota 55415





3-6-13

**City of Minneapolis Human Resources Department  
250 South 4<sup>th</sup> Street – Room 100 Public Service Center  
Minneapolis, MN 55415-1339**

**TEMPORARY CITY EMPLOYMENT INFORMATION AND ACKNOWLEDGEMENT**

**IMPORTANT: Every temporary uncertified employee of the City must read and sign this form when hired.**

**WHAT IS A TEMPORARY EMPLOYEE?** You have been hired to perform job duties for the City of Minneapolis on a *TEMPORARY BASIS*. Temporary employees are hired for some of the reasons listed below:

- Overload Work
- Special Short-term Projects
- Temporary replacement for a permanent City employee
- Temporarily filling a vacant position until it can be filled permanently through the Human Resources examination process.

City departments have the authority to hire non-City employees to fill these kinds of positions to accomplish the work of their departments.

**YOUR STATUS:** As a temporary employee you have not been hired through the usual competitive Civil Service process and, therefore, **you do not have permanent status nor any guarantee to continued employment.**

**PAYROLL DEDUCTIONS AND PAYCHECKS:** Employees are paid on a biweekly basis; direct deposits and/or paychecks are provided on the Friday following payroll close (Payroll Calendar). Normal payroll deductions such as federal and state taxes, will be withheld from your paycheck. If you work beyond six months, you will be enrolled in the Public Employee's Retirement Association (PERA), and begin making contributions for your retirement. After leaving City service, you may request a refund of the retirement portion of these deductions. You may also be asked to pay union dues, or required to pay a fair share fee to your bargaining unit depending on the job classification and how long you work. You will be paid at the agreed step of the job classification for which you were hired. As a temporary employee, you are **not eligible for benefits such as sick leave, vacation or holiday pay, medical insurance or other benefits.**

**HOW LONG CAN I WORK AS A TEMPORARY EMPLOYEE?** The department you work for will determine how long they need you. Your employment may end sooner, depending on the needs of the department. Temporary employees can be employed *UP TO SIX (6) MONTHS*, but there is no guarantee that you will be needed or kept on that long. There may be situations that require extending the length of time you work, but this still does not give you permanent status. If you have questions about your status as a temporary employee, contact your supervisor, your department's Human Resources representative, or the Human Resources Department.

**Additional Information that applies ONLY to Trade Employees Hired under Contractual Agreement between the City and the Hiring Hall:** If you have been hired under a contractual agreement between the City of Minneapolis and a Trade Union, your **pay and benefits** will be comparable, to the extent permitted by law, to any other "Hiring Hall" position you may accept, except with respect to overtime and/or premium or penalty pay provisions. You will be paid the applicable negotiated rate of pay. Generally, the City of Minneapolis pays overtime and one and one-half (1-1/2) times the hourly rate of pay for all hours worked over eight (8) per day or over forty (40) per week. Your **fringe benefit deductions** will be sent to the applicable Health and Welfare fund. Also, the six-month limitation on temporary employment does not apply to those hired under contractual agreements with the Trade unions. All other information on this sheet is applicable to Temporary Trades Employees except insofar as it is different from the provisions listed here.

**HOW TO GET A PERMANENT JOB WITH THE CITY:** You must apply for permanent positions through the Department of Human Resources, at 250 South 4<sup>th</sup> Street – Room 100, Minneapolis, MN. To find out about jobs currently open for application, call the (612) 673-3982, or check out our job openings at the City of Minneapolis Web site at <http://www.minneapolismn.gov/jobs/>. For more information about the hiring process call (612) 673-2282.

**I have read and understand the above information and sign my name to acknowledge this:**

Temporary Employee's Signature:	Date:	Supervisor's Signature:	Date:
<i>Donnell Crayton</i>	<i>06-07-12</i>	<i>[Signature]</i>	<i>6/7/12</i>

DISTRIBUTION: Original: Department Personnel File      Copies: Immediate Supervisor and Temporary Employee

*crayton, Donnell*

Last Updated: September 1, 2011



Badge # 001328  
Emp # 105634

Mailed By cm  
Date 6-4-12

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

### HIRE FORM

HIRE DATE (Start Date) 6-4-2012 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 Donnell Middle Name (NMN) Last Name Crayton  
Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Social Security Number \_\_\_\_\_

13.43 - Personnel Data

Apartment Number \_\_\_\_\_ Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phones (Include Area Code) \_\_\_\_\_

13.43 - Personnel Data

Race/Ethnic Group \_\_\_\_\_ Veteran  No  Yes I-9 Verification \_\_\_\_\_  
13.43 - Personnel Data 13.43 13.43 - Personnel Data

JOB INFORMATION PATH: Organizational Relationships Tab/Add Job Data

Employee ID 105634 Is this a Permanent Hire?  Yes  No If temporary, indicate expected Job end date: December 4, 2012 Position Number: N/A

Department Code 4000000 Location Code C4000 Establishment ID MPL Job Code 023500 Job Title Community Service Officer

Supervisor ID (if not using a position): \_\_\_\_\_ Regular/Temporary/Seasonal Status  Regular (Permanent)  Temporary  Seasonal

Hours Status  Full Time  Part Time  Intermittent Office Code  Non-Sworn  Sworn (Fire & Police only)

Empl Class  Certified (Civil Service)  Charter Department Head  Uncertified Other  Outside Trades  Elected  Ancillary Requires SEI (Statement of Economic Interest)  No  Yes

Standard Hours/Week 20 FICA Status 13.43 Union Code CAF Classified Indicator  Classified (City and Park)  Legislative Appointment  Political Appointment  Unclassified  Grant Employee  Permit  Temporary (Non-Permit)

Pay Group PDP Salary Plan CAF Salary Grade 030 Salary Step 1 Compensation Rate \$15.035

Percent	Earn Code	Fund (5)	Department (7)	Task (8)	Project (15 or Less)	Combo Code (35 or Less)	Activity (15 or Less)
100	REG	00100					
	REG						
	REG						

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

Tax Withholding (From W-4) Fed Status \_\_\_\_\_ Fed Withholding \_\_\_\_\_ State Status \_\_\_\_\_ State Withholding Allowances \_\_\_\_\_  
13.43 - Personnel Data

Approved by: \_\_\_\_\_ Date \_\_\_\_\_ Entered in HRIS By hshelburn Date 6/12/2012

Christine Friedrich Entered into WFD 6-4-12

13.43 - Personnel Data



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Minneapolis, Minnesota 55415-1339  
(612) 673-3982**

Last Updated: February 28, 2011

**Hire Form - Part 2 (Supplemental Information)**

Employee ID or Social Security Number	Employee Name <b>Donnell (NMN) Crayton</b>	Hire Date (Start Date) <b>06-04-2012</b>
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**MAILING ADDRESS (If different from home address (Optional))**  
 Panel: Workforce Administration/Personal Information/Modify a Person /Contact Information

Street Address	Apt #	City	State	Zip
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**13.43 - Personnel Data**

**ADDITIONAL OR FORMER NAME (Optional)**  
 Panel: Workforce Administration/Personal Information/Biographical/Additional Names

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

**13.43 - Personnel Data**

ENTERED IN HRIS BY	DATE ENTERED:	PHONE:
--------------------	---------------	--------

Distribution: Original: Department Personnel File      Copy: Employee



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Minneapolis, Minnesota 55415-1339  
(612) 673-3982**

Last Updated: February 28, 2011

**Employment Information**

Donnell Crayton EMP ID: 105634 Empl Rcd #: 0

<b>Organizational Instance</b>	
Organizational Instance Rcd:	0 Original Start Date: 06/16/2003 <input checked="" type="checkbox"/> Override
Last Start Date:	06/04/2012 First Start Date: 06/12/2005
Termination Date:	Years Months Days
Org Instance Service Date:	06/12/2005 <input type="checkbox"/> Override  7 0 0

<b>Organizational Assignment Data</b>	
<b>Instance Record</b>	
Last Assignment Start Date:	06/04/2012 First Assignment Start: 06/12/2005
Assignment End Date:	
Home/Host Classification:	Home Years Months Days <u>Time Reporter Data</u>
Company Seniority Date:	06/12/2005 <input type="checkbox"/> Override  7 0 0
Benefits Service Date:	11/01/2008 <input checked="" type="checkbox"/> Override  3 7 11
Seniority Pay Calc Date:	08/02/2009 <input checked="" type="checkbox"/> Override  2 10 10
Probation Date:	Leave Accrual Date: 08/02/2009
Professional Experience Date:	08/02/2009  Last Verification Date:
Business Title:	Park Patrol Agent Seas Crtfd-P Position Phone:

USA

[Job Data](#)    
 [Employment Data](#)    
 [Earnings Distribution](#)    
 [Benefits Program Participation](#)    
 [Classification Hours](#)

Save   
 Return to Search   
 Notify   
 Refresh

Update/Display   
 Include History   
 Correct History



**Classification Hours**
















Donnell Crayton

EMP





ID: 105634




Empl Rcd #: 0

Total City Longevity Hours 9540.75

Classification Hours		Customize   Find   View 6   	First <input type="checkbox"/> 1-7 of 7 <input type="checkbox"/> Last
Job Code	Description	Classification Hours	
1 01120P	Attendant IV Park-P	2,025.50	 
2 02350C	Community Service Officer-C	1,142.50	 
3 07410P	Park Patrol Agent Seas Crtfd-P	4,623.25	 
4 08750P	Recreation Specialist A-P	97.25	 
5 08760P	Recreation Specialist B-P	1,194.75	 
6 C09812	METP Summer Youth 9102	235.00	 
7 C09859	METP Summer Youth 8868	222.50	 

<u>Job Data</u>	<u>Employment Data</u>	<u>Earnings Distribution</u>	<u>Benefits Program Participation</u>	<u>Classification Hours</u>
-----------------	------------------------	------------------------------	---------------------------------------	-----------------------------

 Save
  Return to Search
  Notify
  Refresh

 Update/Display
  Include History
  Correct History



**Minneapolis**  
City of Lakes

**Police Department**

Timothy J. Dolan  
Chief of Police

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

Office 612 673-2853  
TTY 612 673-2157

May 7, 2012

cm  
2-19-13

Dear Donnell Crayton,

This letter verifies that you have accepted a conditional job offer for the Community Service Officer permit position with the Minneapolis Police Department. The conditions of this job offer are that you pass your background investigation, and participate and pass a drug and alcohol test, a medical examination, and a psychological examination.

**Drug and Alcohol Test: To be at clinic by: DATE: 7 May 2012 Time: 0930hrs**  
Occupational Medicine Consultants (OMC)  
6515 Barrie Road, Suite 150  
Edina, MN 55435

Walk-in only. Must arrive at the clinic within 24 hours of the conditional job offer.

**Psychological Exam: To Be Determined**  
EvaluMed  
Dr. Tom Gratzner  
6800 France Avenue s, suite 300  
Edina, MN 55435

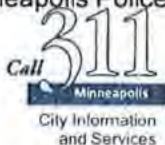
Plan on 2 ½- 3 hours for the evaluation.

**Physical Exam: To Be Determined**  
Occupational Medicine Consultants (OMC)  
Dr. Tom Jetzer  
6515 Barrie Road, Suite 150  
Edina, MN 55435

Plan on 2-3 hours for the evaluations. Do not consume any food or drink two hours prior to the time of your appointment. Bring a snack and running shoes and clothes. You will be required to return to receive your Mantoux screening seventy-two hours following your appointment.

You will be contacted by Jennifer Rudlong-Smith, MPD Health and Wellness Coordinator to schedule your psychological and medical exams.

Captain Larry Doyle  
Administrative Services  
Minneapolis Police Department



www.ci.minneapolis.mn.us  
Affirmative Action Employer



**Rudlong-Smith, Jennifer A.**

---

**From:** Rudlong-Smith, Jennifer A.  
**Sent:** Thursday, May 10, 2012 4:18 PM  
**To:** 'Donnell Crayton'  
**Subject:** RE: MPD CSO

**Importance:** High

cm  
2-19-13

Donnell,

You are scheduled for your pre-placement psychological evaluation on Wednesday, May 16<sup>th</sup> at 2:15.

Expect a written assessment that will take about 1 ½ hours and an interview with a psychiatrist that will take 1-2 hours.

This will take place at EvaluMed at 6800 France Ave, suite 300, Edina MN with Dr. Tom Gratzner.

Please let me know if you have any questions.

Thank you,  
Jennifer

**From:** Donnell Crayton **13.43 - Personnel Data**  
**Sent:** Wednesday, May 09, 2012 9:00 AM  
**To:** Rudlong-Smith, Jennifer A.  
**Subject:** RE: MPD CSO

Copy thank you.

On May 9, 2012 8:56 AM, "Rudlong-Smith, Jennifer A." <[Jennifer.Rudlong-Smith@minneapolismn.gov](mailto:Jennifer.Rudlong-Smith@minneapolismn.gov)> wrote:

Good Morning,

Sorry for the delay. At this time I only have your medical set up. It is scheduled for this **Friday, May 11<sup>th</sup> at 1:00**. You will need to fast for 2 hours prior to this appointment. Also, bring a snack because after your labs are drawn you will need to do a GXT test on a treadmill—so bring clothes and shoes that you can walk/run in.

I attached the map—it is at the same clinic that you went to for your drug and alcohol test.

Please let me know if you have questions and I will let you know the details for your psychological as soon as I can.

Jennifer

**From:** Donnell Crayton 13.43 - Personnel Data  
**Sent:** Tuesday, May 08, 2012 12:08 PM  
**To:** Rudlong-Smith, Jennifer A.  
**Subject:** RE: MPD CSO

Copy thank you.

On May 8, 2012 11:59 AM, "Rudlong-Smith, Jennifer A." <[Jennifer.Rudlong-Smith@minneapolismn.gov](mailto:Jennifer.Rudlong-Smith@minneapolismn.gov)> wrote:

>  
> Hi Donnell,  
>  
>  
>  
> We'll be able to fit your appointments in with your availability. I'll get them coordinated this afternoon and let you know by the end of business day.

>  
>  
>  
> Jennifer

>  
> From: Donnell Crayton [mailto:13.43 - Personnel Data]  
> Sent: Tuesday, May 08, 2012 11:48 AM  
> To: Rudlong-Smith, Jennifer A.  
> Subject: Re: MPD CSO

>  
> Jennifer,  
>  
> If needed I can open my availability up more this week. Let me know what works.

> Thanks

> On Tue, May 8, 2012 at 9:49 AM, Donnell Crayton <13.43 - Personnel Data> wrote:

> Jennifer,

> For this week, I'm available anytime after 12pm. For next week I'm available anytime.

> Thank you,

> Donnell Crayton

> 13.43 - Personnel Data



>  
>  
>  
> On Tue, May 8, 2012 at 9:43 AM, Rudlong-Smith, Jennifer A. <[Jennifer.Rudlong-Smith@minneapolismn.gov](mailto:Jennifer.Rudlong-Smith@minneapolismn.gov)> wrote:

>  
> Hi Donnell,

>  
>  
> Thank you for the email and congratulations on your conditional job offer. What does your availability look like for late this week/ early next week? Both appointments will be in Edina.

>  
>  
>  
> Jennifer

>  
> From: Donnell Crayton [mailto:[13.43 - Personnel Data](mailto:13.43 - Personnel Data)]  
> Sent: Tuesday, May 08, 2012 9:23 AM  
> To: Rudlong-Smith, Jennifer A.  
> Subject: MPD CSO

>  
>  
> Hi Jennifer,

>  
> My name is Donnell Crayton I was told to contact you by Captain Doyle; after receiving a conditional job offer yesterday.

>  
> I would like to setup a time to do the psychological and medical testing. I completed the drug screening yesterday.

>  
> Thank you,

>  
> Donnell Crayton  
>  
>  
>  
>

NAME: Donnell Crayton  
DATE: 24 May 2012 1500 vs  
POSTION: Community Service Officer; Permit

CM  
2-19-13

I am calling to inform you that [REDACTED];  
therefore, on behalf of Chief Dolan we are offering you a Permit CSO position with the  
MPD.

Based on this information, would you like to accept this job offer?

Yes     No

Your start date will be June 4<sup>th</sup>. Report to Sgt. Callaway at the SOC 4119 Dupont Ave. N.

*Permit positions do not come with benefits or sick or vacation time—however we will be  
providing a Lifetime Fitness membership*

13.43 - Personnel Data



City CM  
Date 2-19-13

Name: Donnell Crayton

Position: CSO

Date: May 7, 2012

Time: 0930 hrs

**Conditional Job Offer**

On Behalf of Chief Dolan, I would like to extend a conditional job offer to you for the *CSO permit* position with the City of Minneapolis.

Based on this information that I am providing to you, would you like to accept this offer?

YES  NO

(If they ask for time to think about it or want additional information, give them 24 hours)

A conditional job offer letter will be sent to you in the next day or so, with that letter will come some basic information.

The conditions of this job offer are that you complete and pass your background investigation, participate and pass a drug and alcohol testing, medical and psychological examination.

Filed By: cm  
Date: 11-15-12

### Roster Member Profile

Enter any combination of search criteria and click *Search*.

#### Search Criteria

Last Name:       First Name:       Employee ID:       Badge Number:       User Name:   
 Return only active employees           

**Department**  
Current:   
Start Date:   
End Date:   
History: [View](#)

**Rank**  
Current:   
Start Date:   
History: [View](#)

**Assignment**  
Current:   
Start Date:   
End Date:   
Shift:   
History: [View](#)

#### Employee Information

\*Last Name: Crayton      \*First Name: Donnell      Middle Name:       Email: **13.43 - Personnel Data**  
 SSN:   
 \*Address(1):   
 \*City:   
 \*Primary Phone Type:   
 DL Number:



13.43 - Personnel Data

#### Personnel Information

\*Employee ID: 105634      Badge: 1328      Post #:       \*User Name: **13.43**  
 \*Personnel Type: Part Time Employee      \*FLSA Status: **13.43**      \*Agency Personnel: Yes      Agency Personnel Comment:   
 Employment Status: **13.43 - Personnel Data**      \*Start Date: 11/3/2008      End Date: 8/1/2009      Prior Experience: 0 (in months)  
 Union Affiliation: CAF - AFCSME      \*Job Class: Community Service Officer-C      Fair Share Union Member: No  
 Sworn:       Veteran:

#### Additional Employee Information

- [Phone Numbers](#)
- [Emergency Contact Information](#)
- [Assigned Inventory](#)
- [Employee Time Balances](#)
- [Skills and Qualifications](#)
- [Training Records](#)
- [Education Information](#)
- [Recruit Field Training File](#)
- [Performance Reviews](#)
- [Personnel File](#)
- [Delegates](#)
- [User Preferences](#)



13.43 - Personnel Data



NOV 13 2008

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

Filed By cm  
Date 11-15-08

# EMPLOYEE JOB CHANGE FORM

Employee ID Number <u>105634</u>		Employee Name <u>Crayton, Donnell</u>					
Effective Date of Action <u>11-3-08</u>		Action Code <u>Transfer</u>	Action Reason Code <u>Uncertified to Certified</u>				
Are these changes permanent? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If temporary, indicate expected end date					
Is this a Detail? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Is this a Concurrent job? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Dept. Code <u>4000000</u>	Location Code <u>1400</u>	Company Code <u>MPL</u>					
Job Code: <u>02350 C</u>	Position Number (if applicable) <u>00003496</u>	Business Unit: <input checked="" type="checkbox"/> MPLMN <input type="checkbox"/> OTHER					
Job Title <u>Community Service Officer</u>							
REGULAR/TEMPORARY/SEASONAL STATUS							
<input checked="" type="checkbox"/> Regular (Permanent) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal							
HOURS STATUS							
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Intermittent							
Hours per week:		Approximate hours per week:					
EMPL-CLASS		REQUIRES SEI (Statement of Economic Interest)					
<input checked="" type="checkbox"/> Certified (Civil Service)		<input type="checkbox"/> No <input type="checkbox"/> Yes					
<input type="checkbox"/> Appointed		<input type="checkbox"/> Uncertified Other					
<input type="checkbox"/> Elected		<input type="checkbox"/> Ancillary					
CLASSIFIED INDICATOR							
<input checked="" type="checkbox"/> Classified (City & Park)		<input type="checkbox"/> Concurrent Job					
<input type="checkbox"/> Detail		<input type="checkbox"/> Legislative Appointment					
<input type="checkbox"/> Permit		<input type="checkbox"/> Political Appointment					
<input type="checkbox"/> Dual Certification		<input type="checkbox"/> Unclassified					
<input type="checkbox"/> Grant Employee		<input type="checkbox"/> Temporary					
Pay Group (If Detail Use Same Pay Group as regular job) <u>PDE</u>	Standard Hours per Week (If Detail or Intermittent use 0 (zero) hours) <u>20</u>	Salary Plan <u>CAF</u>	Salary Grade <u>030</u>				
Current Salary Step <u>1</u>	New Salary Step <u>1</u>	Current Compensation Rate <u>\$9.00</u>	New Compensation Rate <u>\$14.38</u>				
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)
<u>100</u>	<u>REG</u>	<u>00100</u>	<u>4004140</u>				
	<u>REG</u>						
Length of Probation				None <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Month <input type="checkbox"/> <u>12</u> Month <input checked="" type="checkbox"/> Other <input type="checkbox"/>			
Probation End Date: <u>11-3-09</u>	Date Last Worked	Current Union Code	New Union Code (If detail, enter Union Code for regular job) <u>CAF</u>	Officer Code <input checked="" type="checkbox"/> Non-Sworn <input type="checkbox"/> Sworn	FICA Status <b>13.43</b>		
Submitted By (Print Name):							

Approved By

Bertha Gabrish  
(Signature of authorized department representative)

11-5-08  
Date

If Transfer

\_\_\_\_\_  
(Signature of accepting department representative)

\_\_\_\_\_  
Date

If Transfer or Voluntary Demotion

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
Date

Entered into HRIS by:

Hermetta Bazin Date 11-5-08

Distribution: Original: Central HR (RM 100 PSC) Copy: Department

Revised: 01/16/2008



### HIRE FORM

HIRE DATE (Start Date) <u>11-3-2008</u>		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: Administer Workforce/Administer Workforce US/Use Hire					
Last Name <u>Crayton</u>		First Name <u>Donnell</u>			Middle Name		
Apartment Number		Street Address					
City		State			Zip Code		
Phones (Include Area Code)		Marital Status		Gender		Ethnic Group <input type="checkbox"/> White	
Social Security Number		Employee ID		Date of Birth		I-9 Verification Document(s)	
JOB INFORMATION		Path: Administer Workforce/Administer Workforce US/Use Hire/Job Data/Work Location...					
Is this a Permanent Hire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If temporary, indicate expected end date					
Position Number <u>00003496</u>		Department <u>4000000</u>			Location <u>C40000</u>		
Job Code <u>02350C</u>		Job Title <u>Community Service Officer</u>					
Regular/Temporary/Seasonal Status <input checked="" type="checkbox"/> Regular (Permanent)		<input type="checkbox"/> Temporary		<input type="checkbox"/> Seasonal			
Hours Status <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Intermittent		Officer Code <input checked="" type="checkbox"/> Non-Sworn <input type="checkbox"/> Sworn (Fire & Police only)					
Empl Class <input checked="" type="checkbox"/> Certified (Civil Service)		<input type="checkbox"/> Appointed		<input type="checkbox"/> Ancillary			
<input type="checkbox"/> Uncertified Other		<input type="checkbox"/> Charter Department Head		<input type="checkbox"/> Elected			
Standard Hours/Week <u>20</u>		FICA Status 13.43 - Personnel Data		Union Code <u>CAF</u>		Classified Indicator <input checked="" type="checkbox"/> Classified (City, Park & Library) <input type="checkbox"/> Grant Employee <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Permit <input type="checkbox"/> Political Appointment <input type="checkbox"/> Temporary (Non-Permit) <input type="checkbox"/> Unclassified	
Pay Group <u>PDE</u>		Salary Plan <u>CAF</u>		Salary Grade <u>030</u>		Salary Step <u>1</u>	
						Compensation Rate <u>\$ 14.38</u>	
JOB EARNINGS DISTRIBUTION							
Percent	Earn Code	Fund	Agency	Org	Sub Org	Activity	Report Category
	REG						
	REG						
Length of Probation <input type="checkbox"/> None <input type="checkbox"/> 3 Month <input type="checkbox"/> 6 Month <input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> Other							
Tax Withholding (From W-4)		Fed Status		Fed Withholding		State Status	
						State Withholding Allowances	
Approved by:		Date		Entered in HRIS By <u>K. V. Stouffer</u>		Date <u>11/4/08</u>	

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data



**Hire Form - Part 2 (Supplemental Information)**

Employee ID or Social Security Number <b>105634</b>	13.43 - Personnel Data	Employee Name <b>Donnell Crayton</b>	Hire Date (Start Date) <b>11-3-08</b>
MAILING ADDRESS (If different from home address (Optional)) Panel: Administer Workforce US/ Use Personal Data/Name/Address			
Street Address	Apt #	City	State Zip

**13.43 - Personnel Data**

ADDITIONAL OR FORMER NAME (Optional) Panel: Administer Workforce/Administer Workforce US/ Use 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

EMERGENCY CONTACT - PRIMARY Panel: Administer Workforce US/Use Emergency Contacts
--

**13.43 - Personnel Data**

ENTERED IN HRIS BY <i>J. McDonald</i>	DATE ENTERED: <b>11/4/08</b>	PHONE: <b>13425</b>
--	---------------------------------	------------------------

Distribution: White - Central Human Resources (Room 100 Public Service Ctr); Yellow - Department Pink - Employee Hireform.doc Revised 1/14/00

City of Minneapolis  
APPLICANT PROFILE

NOV 10 2008  
Filed By *cm*  
Date 11-15-12

JOB TITLE: Community Service Officer-C  
APPLICANT: Donnell Crayton

JOB OPENING ID: 20242  
RECRUITER: Irene Ghatt

The applicant did not provide license or certificate data.

Languages

The applicant did not provide language data.

Online Questionnaire

There are no Questions for this Job Opening.

Resume Text:

The applicant did not provide resume information.

References

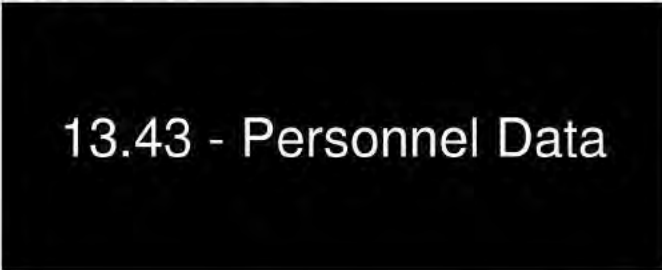
The applicant did not provide references.

**JOB OPENING DATA**

Job Opening ID: 20242  
Job Opening Status: 010 Open  
Position Number: 00003496      Community Service Officer-C PT  
Job Code: 02350C      Community Service Officer-C  
Department: 4000000      POLICE DEPARTMENT  
Location: C4000      Police  
Hiring Manager: Scott Gerlicher

**APPLICANT DATA**

Applicant ID: 50382  
Applicant JO Status:  
Check Further Status:  
Preferred Contact:



Address:

Phone Number (s):  
Email Address (es):

Nepotism Declaration: Yes

Comments:

I currently work for the Minneapolis Park board and I am employed at Webber Park.

**RECRUITMENT DATA**

Disposition Status: 020 Applied / 100 - Online Application  
Total Screening Points:  
Application Date: 03/09/2008

**APPLICATION DATA**

Previous City Employment: No  
Can Contact Current Employer:



City of Minneapolis

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:20242

APPLICANT: Donnell Crayton

RECRUITER: Irene Ghatt

**Employer:** Minneapolis Park Board  
**Job Title:** Attendent / Childcare Aid  
**Address:** 4400 Dupont Ave North  
Minneapolis, MN 55412 USA  
**Phone:** 612/370-4916  
**Start Date:**07/14/2005 **End Date:**06/06/2037 **Years of Experience:** 31.9

**Reason for Leaving:** 13.43 - Personnel Data

**Comments:**

This is my current employer.

**Job Duties:**

As a employee of the Minneapolis Park Board I am responsible for supervising children, working with the community and dealing with problems that may arise on park grounds, such as dealing with belligerent children and adults.

**Employer:** Phyllis Wheatley comm center  
**Job Title:** Chidcare aid  
**Address:** 1301 10th ave N  
Minneapolis, MN 55411 USA  
**Phone:** 612/374-4342  
**Start Date:**09/06/2004 **End Date:**06/05/2006 **Years of Experience:** 1.7

**Reason for Leaving:** 13.43 - Personnel Data

**Job Duties:**

Responsible for planning and executing activities, providing constant supervision of children at all times including planning time, outside play and meal time for children 2 through 14

**Employer:** City of Minneapolis/ Mpls park  
**Job Title:** Crew/ Youth worker  
**Address:** Na  
Minneapolis, MN 55411 USA  
**Phone:** 000000000  
**Start Date:**06/09/2003 **End Date:**08/22/2003 **Years of Experience:** 0.2

**Reason for Leaving:** 13.43 - Personnel Data

**Comments:**

**13.43 - Personnel Data**

**Job Duties:**

Responsible for working with a crew to ensure the daily cleanliness and maintenance of Minneapolis parks.

City of Minneapolis  
APPLICANT PROFILE

**JOB TITLE:** Community Service Officer-C  
**APPLICANT:** Donnell Crayton

**JOB OPENING ID:**20242  
**RECRUITER:** Irene Ghatt

**Education**

Highest Education Level: D-Some College

Degree: Associate  
Graduated: No  
Graduation Date:  
Major: Law Enforcement  
School: Minneapolis Community College  
Average Grade: 13.43

**Training**

The applicant did not provide training course information.

**Licenses/Certificates**

License/Cert:  
License #:  
Issued By:  
Issued In State:  
Date Issued:  
Expiration Date:  
License Verified:



License/Cert:  
License #:  
Issued By:  
Issued In State:  
Date Issued:  
Expiration Date:  
License Verified:

**Languages**

The applicant did not provide language data.

**Online Questionnaire**

There are no Questions for this Job Opening.

**Resume Text:**

The applicant did not provide resume information.

**References**

The applicant did not provide references.



SSN: 13.43  
Id: 00302256

Last: Craytor  
Suff:

F: Donnell

M:

Placement Sequence	Test Date	Load Date	Placement Level	Source
0005 Math Seq A	03/16/2007	03/16/2007	13.43	L Loaded
0009 Read Seq A	03/16/2007	03/16/2007		L Loaded
0013 Engl Seq A	03/16/2007	03/16/2007		L Loaded
				Plcmnt
				Desc
				Plcmnt
				Desc
				Plcmnt
				Desc
				Plcmnt
				Desc
				Plcmnt
				Desc
				Plcmnt
				Desc

13.43 - Personnel Data

MSCU-Defined-Tests

Loaded, L	Test Date	Score	Percent	Form	Attempts	CAPP
0163, Accuplacer Reading Comprehension	03/16/2007	13.43	0.00		0.00	
0164, Accuplacer Sentence Skills	03/16/2007	13.43	0.00		0.00	
0165, Accuplacer Arithmetic	03/16/2007	13.43	0.00		0.00	
0166, Accuplacer Elementary Algebra	03/16/2007	13.43	0.00		0.00	

Test Subscores -> GKp3

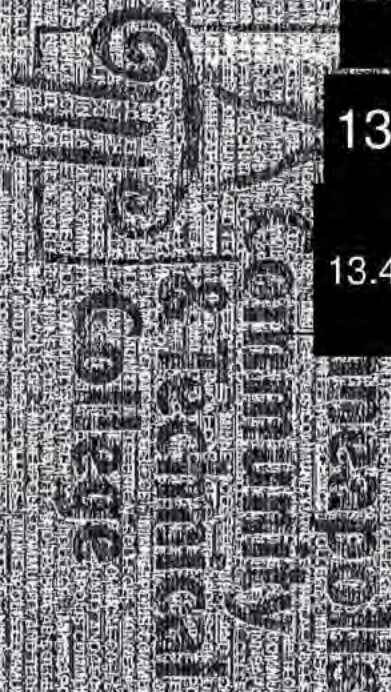
Institution-Defined-Tests

Test Score Overrides -> GKp1

Student Placement Levels -> GKp2

Attn: Irene Ghatt





13.43

13.43

13.43 - Personnel Data

13.43

13.43

13.43 - Personnel Data

13.43

13.43

Handwritten signature: *LE... FOR...*



C SO : Transcript

From : Donnell Grayton

Attn: Bryan Seboy



**Below this page  
is Park Police  
History  
Returned to  
MPD 2012**

Reset Form



Page 1 of 2  
Revised: 12/30/2010

Hire / Job Change Form

# Hire / Job Change Form

Print Form

Please type or print in ink. Only complete areas affected as result of action (all other information will be considered unchanged).

## PERSONAL INFORMATION

Employee's Name (first, middle, last): Donnell Grayson  
Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

Required:  I-9  W-4  Background check (include police email)  Employee has received Notice to New Hires

## JOB INFORMATION

Action: Pursuit to Board Action 5/2/12 step increase freeze of 1/1/11 is suspended Effective Date of Action: 1/15/11

Are these Changes Permanent?  No  Yes If temporary, expected end date: \_\_\_\_\_

Is this a Detail assignment?  No  Yes, purpose: \_\_\_\_\_

Is this an additional part-time job?  No  Yes, purpose: \_\_\_\_\_

Employee ID #: 105634 Job Title: Park Patrol Agent Job Code: 07410P

Department: \_\_\_\_\_ Location: \_\_\_\_\_ Union: \_\_\_\_\_

Std Hrs/Wk: \_\_\_\_\_ Salary Grade: \_\_\_\_\_ Salary Step: 2 Compensation Rate: \$ 16.55

Probation:  None  3 Months  6 Months  12 Months  Other: \_\_\_\_\_ End Date: \_\_\_\_\_

## JOB EARNINGS DISTRIBUTION

%	Earnings Code	Fund	Department	Account	Task	Project	Activity
	REG						
	REG						
	REG						

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

If Transfer, New supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

If Transfer or Voluntary Demotion, Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Manager's Signature: Terera Crank Date: 5/17/12

## PAYROLL USE ONLY

Position #: \_\_\_\_\_ Dept Code: \_\_\_\_\_ Location Code: \_\_\_\_\_ Officer Code:  Sworn  Not Sworn

FICA Status: ██████████ Pay Group: \_\_\_\_\_ Salary Plan: \_\_\_\_\_

Regular/Temporary/Seasonal Status:  Regular (Permanent)  Temporary  Seasonal (Certified)

Hours Status:  Full-Time  Part-Time  Intermittent Requires Statement of Economic Interest:  No  Yes

Empl-Class:  Appointed  Ancillary  Certified (Civil Service)  Elected  Outside Trades  Uncertified

Classified Indicator:  Classified  Concurrent Job  Detail  Permit  Dual Certification  Grant Employee  Unclassified

Fed Status: \_\_\_\_\_ Fed Withholding Allowances: \_\_\_\_\_ Tax Withholding (W-4): \_\_\_\_\_

State Status: \_\_\_\_\_ State Withholding Allowances: \_\_\_\_\_

Distribution:

Original: Human Resources

Copy: Supervisor

Entered into HRIS by: \_\_\_\_\_

Date: MAY 17 2012

*Handwritten initials*



# Hire / Job Change Form – Supplemental Information

Please type or print in ink

**MAILING ADDRESS (if different from home address (optional))**

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMERGENCY CONTACT – PRIMARY**

Contact Name (first, last): \_\_\_\_\_ Relation: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**EMERGENCY CONTACT – ADDITIONAL (Optional)**

Contact Name (first, last): \_\_\_\_\_ Relation: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**CERTIFICATION/LICENSE INFORMATION**

Certification/License: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type:  Car  Motorcycle  Truck  Chauffeur Endorsements: \_\_\_\_\_

**HIRE / JOB CHANGE FORM INFORMATION**

**Multipurpose form used for:**

- Hires – Signed by Hiring Supervisor, Assistant Superintendent, & HR Manager
- Details & Concurrent Jobs – Signed by Supervisor & HR Manager
- Transfers – Completed by new department; signed by employee, current & new supervisors, Assistant Superintendent, & HR Manager
- Promotions – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Demotions – Signed by employee, Supervisor, Assistant Superintendent, HR Manager
- Permit Extensions – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Detail Extensions – Signed by Supervisor & HR Manager
- Changes in Status – Signed by Supervisor & HR Manager
- Pay Step Changes – Signed by Supervisor & HR Manager
- Job Code (Title) Changes – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Probation Extension or Completion – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Layoff – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Return from Leave of Absence or Layoff – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Recall from Layoff – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Seasonal Recall – Signed by Supervisor
- Pay Group changes – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Changes in Standard Hours – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Job Earnings Distribution changes – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Salary Grade Changes – Signed by Supervisor, Assistant Superintendent, & HR Manager
- Other employee events not covered by other forms.
- Only need to include Effective Date, Employee Name & ID, Action, Action Reason, & all information that is changing as a result of the action. For example, if the person is changing from full-time 40 Hours, to part-time 20 Hours, you would complete only the following boxes: Employee ID, Name, Effective Date, Action, New Hours Status, & New Standard Hours. By contrast, if used for detail, concurrent job, promotion, demotion, or transfer, you may need to complete all of the boxes on the form.
- **No Tennessee Warning required** – no private or confidential information included.

Employee

File

CITY OF MINNEAPOLIS  
Human Resource Department  
100 Public Service Center  
250 S 4th Street  
Minneapolis MN 55415

June 15, 2011

Donnell Crayton

13.43 - Personnel Data

Re: Additional Payroll Deductions for Retroactive PERA Pension Contributions

Dear Employee:

We have received a request from Public Employee's Retirement Association (PERA) to recover and forward past PERA pension contributions for you. The retroactive deduction period PERA is requesting contributions for is 07/04/2010 to 04/23/2011.

13.43 - Personnel Data

Patty Benkusky  
HRIS Benefit System Administrator



**Public Employees Retirement Association**

60 Empire Drive, Suite 200, St. Paul, MN 55103-2088  
Employer Response Line: 651-296-3636 or 1-888-892-7372  
PERA Fax: 651-296-2493; PERA Web site: [www.mnpera.org](http://www.mnpera.org)



PERA ID No.: [REDACTED]

June, 2011

DONNELL CRAYTON

PR # 105634

**13.43 - Personnel Data**

Dear DONNELL CRAYTON:

**This informational letter is for your records. Please do not send payment.**

We have recently determined from employment information received from your employer that your participation in a PERA pension plan should have started earlier than it did. The period of time for which pension deductions should have been withheld from your wages and submitted to us for credit in a PERA pension plan is listed in the "Omission Period" column.

Employer Name	Employer ID #	Omission Period	Your Liability
---------------	---------------	-----------------	----------------

CITY OF MINNEAPOLIS PARK & RECREATION	[REDACTED]	[REDACTED]	[REDACTED]
---------------------------------------	------------	------------	------------

**13.43 - Personnel Data**

Under the law (Minnesota Statutes Section 353.27, subdivision 12), you are obligated to pay the omitted employee deductions due for the last 60 days of the omission period during which salary was earned. That amount is shown in the "Your Liability" column. Your employer must, under the law, pay any remaining employee and employer contributions that are due.

**Please do not send payment to our office as we have already billed your employer for the amounts that are due.** We have asked your employer's payroll or personnel officer to deduct the contributions that you are liable for from your upcoming salary payment(s) and submit them to us.

Upon receipt of the employee and employer amounts that are due, we will change the employment dates we have recorded in our system so that you receive pension service credits retroactive to the beginning date listed in the "Omission Period" column.

If you have questions about this matter, please contact us at 1-888-892-7372 and choose menu option 3.

Sincerely,

Cami Correspondence  
PUBLIC EMPLOYEES RETIREMENT ASSOCIATION  
MEB00106005080.Doc



February 23, 2010

*Personnel File Copy*

Crayton, Donnell, ID# 105634

## 13.43 - Personnel Data

*Administrative Offices*  
2117 West River Road  
Minneapolis, MN 55411-2227

*Operations Center*  
3800 Bryant Avenue South  
Minneapolis, MN 55409-1000

*Phone:* 612-230-6400

*Fax:* 612-230-6500

[www.minneapolisparcs.org](http://www.minneapolisparcs.org)

Dear Crayton, Donnell:

This letter is notification that the Minneapolis Park and Recreation Board has discovered and is in the process of correcting an error in the reporting of employees' hours worked for payroll purposes. This oversight has caused some overtime hours to be paid at the standard rate of pay instead of at the overtime rate of pay (time and one half). As a result of this timekeeping miscalculation some nonexempt employees have been underpaid.

To correct this error the Minneapolis Park and Recreation Board will be reimbursing you any moneys not previously paid for the past two years in accordance with the Fair Labor Standards Act. You will be receiving this reimbursement in the form of retroactive payment on your paycheck dated February 26, 2010.

Should you have any questions regarding this reimbursement, please contact Human Resources.

Regards,

A handwritten signature in cursive script that reads "Teresa Chaika".

Teresa Chaika  
Manager, Human Resources

CC: Personnel File

*President*

John Erwin

*Vice President*

M. Annie Young

*Commissioners*

Brad Baum

Bob Fine

Carol A. Kummer

Jon C. Olson

Anita Tabb

Scott Vreeland

Liz Wielinski

*Superintendent*

Jon R. Gurban

*Secretary to the Board*

Don Siggelkow

*Superintendents Emeritus*

Mary Merrill Anderson

David Fisher



Reset Form



Page 1 of 2  
Effective Date: 5/21/2009

Hire / Job Change Form

### Hire / Job Change Form

10 JAN -8 PM 1:0 Print Form

Please type or print in ink. Only complete areas affected as result of action (all other information will be considered unchanged).

#### PERSONAL INFORMATION

Employee's Name (first, middle, last): DONNELL NMN CRAYTON

Address: [REDACTED]

## 13.43 - Personnel Data

Hire Attachments:  I-9  W-4  Notice to New Hires (given to employee)  Background Check (Complete)

#### JOB INFORMATION

Action: CERTIFIED PART TIME PATROL AGENT Effective Date of Action: 1/15/2010  
12/7/09

Are these Changes Permanent?  No  Yes If temporary, expected end date: \_\_\_\_\_

Is this a Detail assignment?  No  Yes, purpose: \_\_\_\_\_

Is this an additional part-time job?  No  Yes, purpose: CTFD

Employee ID #: 105634 Job Title: PARK PATROL AGENT - PART TIME Job Code: 07410 P

Department: PARK POLICE Location: 2117 WEST RIVER RD Union: NONE

Std Hrs/Wk: 32-40 Salary Grade: \_\_\_\_\_ Salary Step: 1 Compensation Rate: \$ 14.86 /HR

Probation:  None  3 Months  6 Months  12 Months  Other: \_\_\_\_\_ End Date: \_\_\_\_\_

#### JOB EARNINGS DISTRIBUTION

%	Earnings Code	Fund	Department	Account	Task	Project	Activity
	REG						
	REG						
	REG						

Supervisor: Robert A. Aoodsell Date: 1-6-10

If Transfer, New supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

If Transfer or

Voluntary Demotion, Employee: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager's Signature: [Signature] Date: 1/6/10

Human Resource Manager's Signature: [Signature] Date: 1/8/10

#### PAYROLL USE ONLY

Position #: \_\_\_\_\_ Dept Code: \_\_\_\_\_ Location Code: \_\_\_\_\_ Officer Code:  Sworn  Not Sworn

FICA Status: [REDACTED] Pay Group: \_\_\_\_\_ Salary Plan: \_\_\_\_\_

Regular/Temporary/Seasonal Status:  Regular (Permanent)  Temporary  Seasonal (Certified)

Hours Status:  Full-Time  Part-Time  Intermittent Requires Statement of Economic Interest:  No  Yes

Empl-Class:  Appointed  Ancillary  Certified (Civil Service)  Elected  Outside Trades  Uncertified

Classified Indicator:  Classified  Concurrent Job  Detail  Permit  Dual Certification  Grant Employee  Unclassified

Fed Status: \_\_\_\_\_ Fed Withholding Allowances: \_\_\_\_\_ Tax Withholding (W-4): \_\_\_\_\_

State Status: \_\_\_\_\_ State Withholding Allowances: \_\_\_\_\_

Distribution:  
Original: Human Resources  
Copy: Supervisor

Entered into HRIS by: [Signature] Date: JAN 27 2010

Superintendent's Signature: [Signature] Date: 1/15/10



# Hire / Job Change Form – Supplemental Information

Please type or print in ink

**MAILING ADDRESS (if different from home address (optional))**

Street Address: 1011 N 9th St - 111101 Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMERGENCY CONTACT – PRIMARY**

Contact Name (first, last): \_\_\_\_\_ Relation: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**EMERGENCY CONTACT – ADDITIONAL (Optional)**

Contact Name (first, last): \_\_\_\_\_ Relation: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**CERTIFICATION/LICENSE INFORMATION**

Certification/License: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Type:  Car  Motorcycle  Truck  Chauffeur Endorsements: \_\_\_\_\_

**HIRE / JOB CHANGE FORM INFORMATION**

Multipurpose form used for:

- Hires – Signed by Hiring Supervisor, General Manager, & HR Manager
- Details & Concurrent Jobs – Signed by Supervisor & HR Manager
- Transfers – Completed by new department; signed by employee, current & new supervisors, General Manager, & HR Manager
- Promotions – Signed by Supervisor, General Manager, & HR Manager
- Demotions – Signed by employee, Supervisor, General Manager, & HR Manager
- Permit Extensions – Signed by Supervisor, General Manager, & HR Manager
- Detail Extensions – Signed by Supervisor & HR Manager
- Changes in Status – Signed by Supervisor & HR Manager
- Pay Step Changes – Signed by Supervisor & HR Manager
- Job Code (Title) Changes – Signed by Supervisor, General Manager, & HR Manager
- Probation Extension or Completion – Signed by Supervisor, General Manager, & HR Manager
- Layoff – Signed by Supervisor, General Manager, & HR Manager
- Return from Leave of Absence or Layoff – Signed by Supervisor, General Manager, & HR Manager
- Recall from Layoff – Signed by Supervisor, General Manager, & HR Manager
- Seasonal Recall – Signed by Supervisor
- Pay Group changes – Signed by Supervisor, General Manager, & HR Manager
- Changes in Standard Hours – Signed by Supervisor, General Manager, & HR Manager
- Job Earnings Distribution changes – Signed by Supervisor, General Manager, & HR Manager
- Salary Grade Changes – Signed by Supervisor, General Manager, & HR Manager
- Other employee events not covered by other forms.
- Only need to include Effective Date, Employee Name & ID, Action, Action Reason, & all information that is changing as a result of the action. For example, if the person is changing from full-time 40 Hours, to part-time 20 Hours, you would complete only the following boxes: Employee ID, Name, Effective Date, Action, New Hours Status, & New Standard Hours. By contrast, if used for detail, concurrent job, promotion, demotion, or transfer, you may need to complete all of the boxes on the form.
- **No Tennessee Warning required** – no private or confidential information included.

Employee



**Halvorson, Janet M.**

---

**From:** Brown, Lisa M. [Lisa.Brown@ci.minneapolis.mn.us]  
**Sent:** Friday, August 07, 2009 3:20 PM  
**To:** Halvorson, Janet M.  
**Subject:** RE: Donnell Crayton #105634 - Park Patrol Agent

He is all yours.

Take a peek and let me know if there is anything I need to fix

---

**From:** Halvorson, Janet M. [mailto:jhalvorson@minneapolisparcs.org]  
**Sent:** Friday, August 07, 2009 3:10 PM  
**To:** Brown, Lisa M.  
**Subject:** RE: Donnell Crayton #105634 - Park Patrol Agent  
**Importance:** High

Yup, he's coming here as a park patrol agent, eff 8/2/09. Job Code, 07410P, step 1.; \$ 14.57 hr.... location P7240; temp/permit.unclass/uncertified/temp/int.....coding 115007101304-710P05.....supervisor ID PR 102709....They have to pay him off on his vacation hrs....he won't get any benefits at the present....

-----Original Message-----

**From:** Brown, Lisa M. [mailto:Lisa.Brown@ci.minneapolis.mn.us]  
**Sent:** Friday, August 07, 2009 3:02 PM  
**To:** Halvorson, Janet M.; Jones, Jamie L. (Payroll)  
**Subject:** Donnell Crayton #105634 - Park Patrol Agent

Apparently Mr. Crayton is coming your way.

What are the juicy details (Position number, location code, job code, reg/temp/sea, full/part/int/, salary step, etc.)

**Lisa Brown**

*Manager, Accounting-Payroll*  
City Hall Room 219, 350 South 5th Street  
Minneapolis, MN 55415-1379  
612-673-3086 (fax 612-673-2849)  
[Lisa.Brown@ci.minneapolis.mn.us](mailto:Lisa.Brown@ci.minneapolis.mn.us)

8/7/2009

1000733

**Chaika, Teresa M.**

---

**From:** Gurban, Jon R.  
**Sent:** Thursday, July 23, 2009 1:30 PM  
**To:** Chaika, Teresa M.  
**Subject:** RE: Permit - police

Yes! Verbally yesterday. Jon

-----Original Message-----

**From:** Chaika, Teresa M.  
**Sent:** Thursday, July 23, 2009 12:06 PM  
**To:** Gurban, Jon R.  
**Subject:** Permit - police

I have a request from Brad for one permit Park Patrol. Is this approved.

*Teresa Chaika*  
Minneapolis Park and Recreation Board  
Human Resources Manager  
612-230-6411

8/10/2009

1000734



13.43 - Personnel Data



Reset Form

Page 1 of 2  
Effective Date: 5/21/2009

Hire / Job Change Form

### Hire / Job Change Form

Print Form

Please type or print in ink. Only complete areas affected as result of action (all other information will be considered unchanged).

#### PERSONAL INFORMATION

Employee's Name (first, middle, last): DONNELL NMN CRAYTON

Address:

**13.43 - Personnel Data**

Phone (h):

Hire Attachments:  I-9  W-4  Notice to New Hires (given to employee)  Background Check (Complete)

#### JOB INFORMATION

Action: Hire - Permit Effective Date of Action: 8/2/09

Are these Changes Permanent?  No  Yes If temporary, expected end date: UNK 2/2/10

Is this a Detail assignment?  No  Yes, purpose: \_\_\_\_\_

Is this an additional part-time job?  No  Yes, purpose: \_\_\_\_\_

Employee ID #: 105634 Job Title: PARK PATROL AGENT, SEASONAL Job Code: 07410 P

Department: PARK POLICE Location: 2117 W. RIVER ROAD Union: NONE

Std Hrs/Wk: 32-40 Salary Grade: \_\_\_\_\_ Salary Step: 1 Compensation Rate: \$ 14.57 / HR

Probation:  None  3 Months  6 Months  12 Months  Other: \_\_\_\_\_ End Date: \_\_\_\_\_

#### JOB EARNINGS DISTRIBUTION

%	Earnings Code	Fund	Department	Account	Task	Project	Activity
100	REG	11500	7101304	400001	710P05		
	REG						
	REG						

Supervisor: SGT. D. FRED Mc CORNICK Date: \_\_\_\_\_

If Transfer, New supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

If Transfer or

Voluntary Demotion, Employee: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager's Signature: Bradley Johnson Date: 7/23/09

Human Resource Manager's Signature: Leena Chait Date: 7/23/09

#### PAYROLL USE ONLY

Position #: \_\_\_\_\_ Dept Code: \_\_\_\_\_ Location Code: \_\_\_\_\_ Officer Code:  Sworn  Not Sworn

FICA Status: \_\_\_\_\_ Pay Group: \_\_\_\_\_ Salary Plan: \_\_\_\_\_

Regular/Temporary/Seasonal Status:  Regular (Permanent)  Temporary  Seasonal (Certified)

Hours Status:  Full-Time  Part-Time  Intermittent Requires Statement of Economic Interest:  No  Yes

Empl-Class:  Appointed  Ancillary  Certified (Civil Service)  Elected  Outside Trades  Uncertified

Classified Indicator:  Classified  Concurrent Job  Detail  Permit  Dual Certification  Grant Employee  Unclassified

Fed Status: \_\_\_\_\_ Fed Withholding Allowances: \_\_\_\_\_ Tax Withholding (W-4): \_\_\_\_\_

State Status: \_\_\_\_\_ State Withholding Allowances: \_\_\_\_\_

Distribution:

Original: Human Resources

Entered into HRIS by: \_\_\_\_\_

Copy: Supervisor

Date: \_\_\_\_\_



# Hire / Job Change Form – Supplemental Information

Please type or print in ink

**MAILING ADDRESS (if different from home address (optional))**

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMERGENCY CONTACT – PRIMARY**

Contact Name (first, last): \_\_\_\_\_ Relation: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**EMERGENCY CONTACT – ADDITIONAL (Optional)**

Contact Name (first, last): \_\_\_\_\_ Relation: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_ E-mail: \_\_\_\_\_

**CERTIFICATION/LICENSE INFORMATION**

Certification/License: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Type:  Car  Motorcycle  Truck  Chauffeur Endorsements: \_\_\_\_\_

**HIRE / JOB CHANGE FORM INFORMATION**

**Multipurpose form used for:**

- Hires – Signed by Hiring Supervisor, General Manager, & HR Manager
- Details & Concurrent Jobs – Signed by Supervisor & HR Manager
- Transfers – Completed by new department; signed by employee, current & new supervisors, General Manager, & HR Manager
- Promotions – Signed by Supervisor, General Manager, & HR Manager
- Demotions (Voluntary) – Signed by employee, Supervisor, General Manager, & HR Manager
- Permit Extensions – Signed by Supervisor, General Manager, & HR Manager
- Detail Extensions – Signed by Supervisor & HR Manager
- Changes in Status – Signed by Supervisor & HR Manager
- Pay Step Changes – Signed by Supervisor & HR Manager
- Job Code (Title) Changes – Signed by Supervisor, General Manager, & HR Manager
- Probation Extension or Completion – Signed by Supervisor, General Manager, & HR Manager
- Layoff – Signed by Supervisor, General Manager, & HR Manager
- Return from Leave of Absence or Layoff – Signed by Supervisor, General Manager, & HR Manager
- Recall from Layoff – Signed by Supervisor, General Manager, & HR Manager
- Seasonal Recall – Signed by Supervisor
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- Salary Grade Changes – Signed by Supervisor, General Manager, & HR Manager
- Other employee events not covered by other forms.
- Only need to include Effective Date, Employee Name & ID, Action, Action Reason, & all information that is changing as a result of the action. For example, if the person is changing from full-time 40 Hours, to part-time 20 Hours, you would complete only the following boxes: Employee ID, Name, Effective Date, Action, New Hours Status, & New Standard Hours. By contrast, if used for detail, concurrent job, promotion, demotion, or transfer, you may need to complete all of the boxes on the form.
- **No Tennessee Warning required** – no private or confidential information included.

Employee

[Reset Form](#)



Page 1 of 1  
Revised: 5/11/2009

Temporary (Permit) Job Requisition /  
Extension Request & Authorization

[Print Form](#)

### Temporary (Permit) Job Requisition / Extension Request & Authorization

Please type or print in ink.

Check Request Type:  Job Requisition (complete Requisition section)  Extension (complete Extension section)

**POSITION INFORMATION**

Job Title: PARK PATROL AGENT, SEASONAL Job Code: 07410P  
Department: PARK POLICE Location: 2117 W. RIVER RD Union: NONE  
Start Date: 8/2/09 End Date: 2/2/09 Approx. Hrs/Wk: 32-40 Salary: 14.57/HR

Primary Tasks of Position: \_\_\_\_\_

**TEMPORARY JOB REQUISITION** (please explain in space provided)

- Overload work
- Temporary replacement
- Special Project
- Pending Certification
- Possible New Position
- Other (please specify): \_\_\_\_\_

Explain Reason for Request:

**SEVERAL AGENTS HAVE LEFT EMPLOYMENT.**

Supervisor: *Bradley Johnson* Date: 7/23/09

**TEMPORARY JOB EXTENSION REQUEST** (please explain in space provided)

Extension requested from \_\_\_\_\_ to \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Explain Reason for Request:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL**

Human Resources Recommendation  Approval  Denial

Comments:

Human Resources Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager's Approval  Approved  Denied

General Manager's Signature: *Bradley Johnson* Date: 7/23/09

Distribution:

Original: Human Resources Entered into HRIS by: \_\_\_\_\_

Copy: Supervisor Date: \_\_\_\_\_

Supervisor

HR

GM





# Temporary Employment Information & Acknowledgement

Print Form

**IMPORTANT: Every temporary uncertified employee of the MPRB must read and sign this form when hired.**

**WHAT IS A TEMPORARY EMPLOYEE?** You have been hired to perform job duties for the MPRB on a *TEMPORARY BASIS*. Reasons for a temporary hire include:

- Overload work
- Special short-term projects (including uncertified seasonal employment – Code-8)
- Temporary replacement for a permanent MPRB employee
- Temporarily filling a vacant position until it can be filled permanently through the Human Resources examination and eligible list process.

The MPRB has the authority to hire non-MPRB employees to fill these positions to accomplish the work of their departments.

**YOUR STATUS:** As a Temporary Employee you have not been hired through the usual competitive Civil Service process and, therefore, **you do not have permanent status, any guarantee to continued employment nor right to step increases.**

**PAYROLL DEDUCTIONS & PAYCHECKS:** Paychecks are mailed every two weeks to be received on Friday. Normal payroll deductions such as federal and state taxes, will be withheld from your paycheck. If you become eligible, you will be required to pay into the Public Employee's Retirement Association (PERA). After leaving MPRB service, you may request a refund of the retirement portion of these deductions. You may also be required to pay union dues, depending on the job classification and how long you work. As a temporary employee, you are **not eligible for benefits such as sick leave, vacation or holiday pay, medical insurance or other benefits.**

**HOW LONG CAN I WORK AS A TEMPORARY EMPLOYEE?** The department you work for will determine how long they need you. Your employment may end sooner, depending on the needs of the department. Temporary employees can be employed *UP TO SIX (6) MONTHS*, unless Code-8 status, but there is no guarantee that you will be needed or kept on that long. There may be situations that require extending the length of time you work, but this still does not give you permanent status. If you have questions about your status as a temporary employee, contact your supervisor, or the Human Resources Department.

**CODE-8 EMPLOYMENT:** Employees hired into a code-8 position are limited to a eighty (80) hour payroll period and 1,600 hour payroll year.

**Additional Information that applies ONLY to Trade Employees Hired under Contractual Agreement between the MPRB and the Hiring Hall:** If you have been hired under a contractual agreement between the MPRB and a Trade Union, you will be paid the applicable negotiated rate of pay. Generally, the **MPRB** pays overtime and one and one-half (1-1/2) times the hourly rate of pay for all hours worked over eight (8) per day or over forty (40) per week. Your **fringe benefit deductions** will be sent to the applicable Health and Welfare fund. Also, the six-month limitation on temporary employment does not apply to those hired under contractual agreements with the Trade unions. All other information on this sheet is applicable to Temporary Trades Employees except insofar as it is different from the provisions listed here.

**HOW TO APPLY FOR A REGULAR (PERMANENT) JOB WITH THE MPRB:** You must apply for regular (permanent) positions through the City of Minneapolis Department of Human Resources, at 250 South 4th Street – Room 100, Minneapolis, MN. To find out about jobs currently open for application, call the **Job Hot Line at (612)673-2489, category 11**, or check out our job openings at the **MPRB website [www.minneapolisparcs.org](http://www.minneapolisparcs.org)** or City of Minneapolis Web site at **[www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)**. For more information about the hiring process call (612)673-2282.

I have read and understand the above information and sign my name to acknowledge this:

Temporary Employee's Signature: Donnell Bralton Date: 7-23-09

If under the age of 18,  
Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: Bradley Johnson Date: 7/23/09

- Distribution:
- Original: Personnel File
  - Copy: Temporary Employee
  - Copy: Supervisor

NOTE: This form does not apply to Teen Teamworks Program

Donnell Crayton

13.43 - Personnel Data

Objective

13.43 - Personnel Data

Work Experience

**City of Minneapolis- Minneapolis Police Department- Minneapolis, MN  
2008-2009**

**Community Service Officer (CSO)**

Assist patrol officers in non enforcement activities, while maintaining a rigorous physical fitness regimen and ongoing full-time law enforcement education.

- Identify and report criminal activities
- Assist in traffic control of special events, major fires and accidents
- Appointed as lead community service officer at MPD 2<sup>nd</sup> Pct.
- Assure necessary required preventive maintenance for the squad cars is completed on schedule or as needed.
- Maintained high accuracy in written property crime reports and other non emergence reports.

**City of Minneapolis- Minneapolis Park board- Webber Park- Minneapolis, MN  
2005-2009**

**Childcare Aid, Summer Playground supervisor**

- Responsible for safe operation of the facility and maintaining order and control of the facility at all times.
- Assist in the supervision and planning of daily activities for children involved in park programs
- Provide customer service and other duties that may be assigned.

**Training**

Handcuffing  
Defensive tactics  
Defensive driving  
Police report writing  
Traffic control

**Certifications**

First Responder

**Technical Skills**

CAD (Computer Aided dispatch)  
CATS  
CAPRS



MINNEAPOLIS PARK AND RECREATION BOARD (CHILDREN'S SERVICE WORKER)  
BACKGROUND CHECK

FAKED  
2/00

Donnell

I authorize the Minneapolis Park and Recreation Board (hereinafter referred to as the MPRB) or its authorized assignee (s) to conduct the following background check. This information will be used to determine my suitability for employment with the MPRB. I understand that continued employment is contingent on receiving satisfactory results from this background check.

I further understand that the MPRB will use my Minnesota State Driver's License / Minnesota State Identification Card information given below to conduct an investigation of my background, which will include my driver's license status, driving history, and criminal conviction history (if any) as directly related to the position for which I am applying with the MPRB.

**Applicant's Signature:** Donnell Crayton Date: 9-4-08

THE FOLLOWING INFORMATION MUST BE COMPLETE. ALL SPACES MUST BE FILLED IN!!!

Please give us your complete -legal name (do not use initials) in the following order: first name, middle name, last name:

Donnell (First) (NMN) (Middle) Crayton (Last)

List any other complete names / aliases by which you have been known within the last ten years: \_\_\_\_\_

Date of Birth (Month / Day / Year):

13.43 - Personnel Data

Have you ever been convicted of any of the crimes listed on the back of this form?

13.43 - Personnel Data

If yes, please attach a description of each crime for which you have been convicted including the city, state, date, specific crime(s) for which you were charged and any other facts relating to the charge(s) or the conviction(s).

Drivers License / State ID (copy information from license)

13.43 - Personnel Data

Name Donnell (First) (NMN) (Middle) Crayton (Last)

Address \_\_\_\_\_

City / State \_\_\_\_\_

13.43 - Personnel Data

Supervisor / Staff Person requesting this check Jamie Nelder

Phone 320-4917 Location Folwell Date submitted 9/4/08

**Position Applicant Applying For:** RECREATION

**IMPORTANT!!! IMPORTANT!!! IMPORTANT!!!**

**Supervisor/Staff Person:** Please remember to make sure that Applicant/Parent signs the signature line at the top of this form before you turn it in.

background check, you have the following rights:

- (1) to be informed that the Park Board will request this check for becoming or continuing as an employee or volunteer;
- (2) to be informed of the response to the background check, to obtain a copy of the background check, and to have a chance to respond in the case of negative information;
- (3) to obtain a copy of any record that forms the basis for the report;
- (4) to challenge the accuracy and completeness of any information contained in the report;
- (5) to be informed if the Minneapolis Park and Recreation Board has denied your application or the continuation of your appointment because of the response to the background check; and
- (6) to not be required to pay the cost of the background check.

Data privacy requires that we inform you that you do not need to provide this information; however, if the information is not provided, the Minneapolis Park and Recreation Board will no longer consider your application. **Any omission or false representation by you will result in rejection of your application or, if discovered after you are selected for appointment, the termination of your appointment to the position.**

### BACKGROUND CHECK CRIMES

(Under Minnesota Statutes Chapter 299C & The Minnesota Criminal Code)

Murder - Manslaughter - Felony level Assault - Any Assault crime committed against a minor - Arson - Kidnapping - Criminal Sexual Conduct - Prostitution-related Crimes, **Or -- any of the following Child Abuse Crimes committed against a minor victim, constituting a violation of the following Minnesota Statute Sections:**

- Murder in the 1st degree (609.185, (5))
- Assault in the 1st degree (609.221) - Assault in the 2nd degree (609.222)
- Assault in the 3rd degree (609.223) - Assault in the 5th degree (609.224)
  - Solicitation, inducement and promotion of prostitution (609.322)
    - Receiving Profit Derived from Prostitution (609.323)
      - Other prohibited acts (609.342)
    - Criminal Sexual Conduct in the 1st degree (609.342)
    - Criminal Sexual Conduct in the 2nd degree (609.343)
    - Criminal Sexual Conduct in the 3rd degree (609.344)
    - Criminal Sexual Conduct in the 4th degree (609.345)
  - Solicitation of Children to Engage in Sexual Conduct (609.352)
- Malicious Punishment of a Child (609.377) - Neglect or Endangerment of a Child (609.378)
  - Controlled Substance Crime in the 1st degree (152.021, subd. 1, {4})
  - Controlled Substance Crime in the 2nd degree (152.022, subd. 1, {5 & 6})
  - Controlled Substance Crime in the 3rd degree (152.023, subd. 1, {3, 4, 5 & 7})
  - Controlled Substance Crime in the 4th degree (152.024, subd. {2, 3 & 4})

**Or -- any act which constitutes a violation of abuse or maltreatment of a vulnerable adult under sections 609.221 to 609.235, 609.322, 609.342, 609.343, 609.344, or 609.355 of the Minnesota Criminal Code.**

Due to the wide variety of "trust" employment positions within the Minneapolis Park Board Operations Division, any Felonious conviction (s) for the following crimes can result in rejection of your application or, if discovered after you are selected for appointment, the termination of your appointment from a position.

- Felony Theft (609.52)
- First, Second & Third Degree Burglary (609.582 & 609.52)



13.43 - Personnel Data

## 13.43 - Personnel Data

# Donnell Crayton

---

### Objective

## 13.43 - Personnel Data

### Work experience

**Childcare aid, Attendant, Summer Playground Supervisor, Outdoor Supervisor** July 2005 to Present Company-Webber Park  
Minneapolis, MN

- Responsible for safe operation of the facility and must maintain order and control of the facility at all times.
- Assist in the supervision and planning of activities for children involved in park programs.
- Provide customer service and other duties that may be assigned.

#### **Childcare Aid**

September 2004 to June 2006 Company- Phyllis Wheatley Community Center Minneapolis, MN

- Responsible for planning and executing activities, providing constant supervision of children at all times including planning time, outside play and meal time.
- Responsible for children ages 2 through 14

#### **Teen Teamworks Summer Program**

June 2003 to August 2003 Company- Minneapolis Park Board  
Minneapolis, MN

- Responsible for the daily cleanliness and maintenance of Minneapolis parks.

### Volunteer experience

Minneapolis Park and Recreation Volunteer of the Year 05-06

- Assist in event preparation and indoor and outdoor park activities.

### Education

August 2007 to present Minneapolis Community College Minneapolis, MN

#### **Criminal justice/ Law Enforcement**

### References

Available upon request.





# MINNEAPOLIS PARK POLICE DEPARTMENT

## 2008 Park Patrol Agent Interview



Applicant:

CRAYTON, DONELL

13.43 - Personnel Data

### 13.34 - Examination Data

13.43 - Personnel Data



# MINNEAPOLIS PARK POLICE DEPARTMENT

2008 Park Patrol Agent Interview

13.43 - Personnel Data



Applicant: Crayton, Donell

13.34 - Examination Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data





# MINNEAPOLIS PARK POLICE DEPARTMENT

## 2008 Park Patrol Agent Interview



Applicant:

*Crayton, Donell*

13.43 - Personnel Data

### 13.34 - Examination Data

13.43 - Personnel Data

13.43 - Personnel Data



# MINNEAPOLIS PARK POLICE DEPARTMENT



## 2008 Park Patrol Agent Interview

Applicant:

CRAYTON, DONELL

13.43 - Personnel Data

13.34 - Examination Data

13.43 - Personnel Data

13.43 - Personnel Data

13.43 - Personnel Data



MINNAPOLIS PARK AND RECREATION BOARD  
PERSONNEL ACTION FORM

adv rentals  
code  
+ rate

EMP ID: 105634 SS#: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

NAME: Donnell Crayton

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

SEX:  FEMALE  MALE BIRTHDATE: \_\_\_\_\_

Ethnic Group: 

ACCOMMODATION REQUEST PANEL/DIAGNOSES

DISABILITY STATUS:  


EMPLOYMENT ELIGIBILITY PROOF (Attach I-9 Form):

1 \_\_\_\_\_ 2 \_\_\_\_\_

JOB DATA PANELS

ACTION/REASON (ONE SELECTION MUST BE MADE IN EACH EMPLOYMENT STATUS CATEGORY):

- HIRE THRU CS  PARK BOARD HIRE (DIRECT)
- HIRE THRU CS certified
- DETAIL  ADDITIONAL JOB
- RE-HIRE

DEPT: MPLP710

POSITION NUMBER: \_\_\_\_\_ JOB CODE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

- TYPE OF EMPLOYMENT:
- REGULAR (PERMANENT)  TEMPORARY  SEASONAL
  - FULL-TIME  PART-TIME  INTERMITTENT
  - CERTIFIED  APPOINTED  GRANT EMPLOYEE
  - ELECTED  OUTSIDE TRADES
  - UNCERTIFIED OTHER  CHARTER DEPT HEAD

\_\_\_\_\_ Should be enrolled in PERA. ....

Should not.....

\_\_\_\_\_ working less than 6 months.. (101)

\_\_\_\_\_ will be earning less than \$425 in a calendar month.....(301)

\_\_\_\_\_ seasonal worker (185 days or less).....(106) eff 7/1/2002

is a Full-time student and under age 23 .. (001)

SUPERVISOR

Title	Job Code	Step
<input type="checkbox"/> Attendant III	_____	_____
<input type="checkbox"/> Attendant IV	_____	_____
<input checked="" type="checkbox"/> Specialist A	08750P	7 (\$9.43)
<input type="checkbox"/> Youth Worker	_____	_____
<input type="checkbox"/> Lifeguard I	_____	_____
<input type="checkbox"/> Lifeguard II	_____	_____
<input type="checkbox"/> Custodial	_____	_____
<input type="checkbox"/> Other	_____	_____

Check all that apply:

- 1. Add New rate
- 2. Delete other rates
- 3. Keep other rates

Background check: \_\_\_\_\_

17800-7104129-7102601

Coding: \_\_\_\_\_

Fund	Org	Activity
710	_____	_____

- MEO \_\_\_\_\_
- Seasonal Parkkeeper \_\_\_\_\_

Hire date: \_\_\_\_\_

hours per week \_\_\_\_\_  
weeks per year \_\_\_\_\_

Location: Webber

Supervisor Signature: Emily Wolfe

Date: 2/20/08

Supervisor ID #: 112383

Work Location: Webber

Team/Crew: \_\_\_\_\_

ATTACHMENTS: TO BE SUBMITTED TO PAYROLL

- W-4 FORM
- EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

keyed \_\_\_\_\_



MINNAPOLIS PARK AND RECREATION BOARD  
PERSONNEL ACTION FORM

EMP ID: 105734 SS#: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

NAME: Donnell Crayton

ADDRESS: \_\_\_\_\_

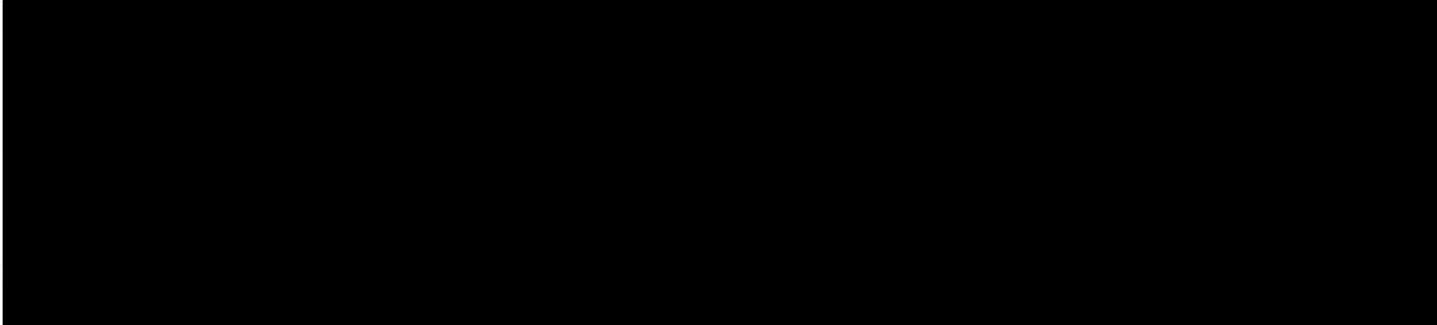
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

SEX:  FEMALE  MALE BIRTHDATE: \_\_\_\_\_

Ethnic Group: **13.43 - Personnel Data**

ACCOMMODATION REQUEST PANEL/DIAGNOSES  
DISABILITY STATUS:



EMPLOYMENT ELIGIBILITY PROOF (Attach I-9 Form):

1 \_\_\_\_\_ 2 \_\_\_\_\_

JOB DATA PANELS

ACTION/REASON (ONE SELECTION MUST BE MADE IN EACH EMPLOYMENT STATUS CATEGORY):

- HIRE THRU CS certified
- PARK BOARD HIRE (DIRECT)
- DETAIL
- ADDITIONAL JOB
- RE-HIRE

DEPT: MPLP710

POSITION NUMBER: \_\_\_\_\_ JOB CODE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

- TYPE OF EMPLOYMENT:
- REGULAR (PERMANENT)
  - FULL-TIME
  - CERTIFIED
  - ELECTED
  - UNCERTIFIED OTHER
  - TEMPORARY
  - PART-TIME
  - APPOINTED
  - OUTSIDE TRADES
  - CHARTER DEPT HEAD
  - SEASONAL
  - INTERMITTENT
  - GRANT EMPLOYEE

PAY GROUP: PRK  
PKE  
PKY

Standard Hours: \_\_\_\_\_

SALARY ADMIN PLAN: \_\_\_\_\_

**MINNEAPOLIS PARK AND RECREATION BOARD  
PERSONNEL ACTION FORM**

**PENSION ELIGIBILITY**

**THIS SECTION MUST BE FILLED IN BY SUPERVISOR**

\_\_\_\_\_ Shou be enrolled in PERA. ....

Should not.....

- \_\_\_\_\_ working less than 6 months.. (101)
- \_\_\_\_\_ will be earning less than \$425 in a calendar month.....(301)
- \_\_\_\_\_ seasonal worker (185 days or less).....(1eff 7/1/2002)
- is a Full-time student and under age 23 .. (001)

**SUPERVISOR**

Title	Job Code	Step	Check all that apply:
<input type="checkbox"/> Attendant III			1. Add New rate <input checked="" type="checkbox"/>
<input type="checkbox"/> Attendant IV			2. Delete other rates <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Specialist	B 08760P	7 Delete	3. Keep other rates <input type="checkbox"/>
	B 08760P	2 Add.	
<input type="checkbox"/> Youth Worker			Background check: _____
<input type="checkbox"/> Lifeguard I			Coding: 7800 <sup>710</sup> 7RWB-3RFA Fund                      Org    Activity
<input type="checkbox"/> Lifeguard II			
<input type="checkbox"/> Custodial		<input type="checkbox"/>	MEO _____
<input type="checkbox"/> Other		<input type="checkbox"/>	Seasonal Parkkeeper _____

Hire date: \_\_\_\_\_ hours per week \_\_\_\_\_  
weeks per year \_\_\_\_\_

Location: Webber

Supervisor Signature: Gmily G. Wolfe Date: 12/20/07

Supervisor ID #: 112383 Work Location: \_\_\_\_\_ Team/Crew: \_\_\_\_\_

ATTACHMENTS: TO BE SUBMITTED TO PAYROLL  
W-4 FORM \_\_\_\_\_ keyed \_\_\_\_\_  
EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

Delete 08760P, step 7  
Add 08760P, step 2



**MINNEAPOLIS PARK AND RECREATION BOARD  
PERSONNEL ACTION FORM**

**PENSION ELIGIBILITY**

**THIS SECTION MUST BE FILLED IN BY SUPERVISOR**

\_\_\_\_\_ Shou be enrolled in PERA. ....

Should not.....

\_\_\_\_\_ working less than 6 months.. (101)

\_\_\_\_\_ will be earning less than \$425 in a calendar month.....(301)

\_\_\_\_\_ seasonal worker (185 days or less).....(1eff 7/1/2002)

**13.43 - Personnel Data**

**SUPERVISOR**

Title	Job Code	Step	Check all that apply:
<input type="checkbox"/> Attendant III			1. Add New rate <input type="checkbox"/>
<input type="checkbox"/> Attendant IV			2. Delete other rates <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Specialist	8760P	2(10.46)	3. Keep other rates <input checked="" type="checkbox"/>
<input type="checkbox"/> Youth Worker			Background check: _____
<input type="checkbox"/> Lifeguard I			Coding: <u>15D 710 7RWB-3RFA-710P0260</u> Fund                      Org    Activity
<input type="checkbox"/> Lifeguard II			
<input type="checkbox"/> Custodial		<input type="checkbox"/>	MEO _____
<input type="checkbox"/> Other		<input type="checkbox"/>	Seasonal Parkkeeper _____

*playground supervisor*

Hire date: \_\_\_\_\_ hours per week \_\_\_\_\_

Location: Webber Park weeks per year \_\_\_\_\_

Supervisor Signature: *Shirley Kogler* Date: \_\_\_\_\_

Supervisor ID #: 031797 Work Location: \_\_\_\_\_ Team/Crew: \_\_\_\_\_

**ATTACHMENTS: TO BE SUBMITTED TO PAYROLL**

W-4 FORM

keyed \_\_\_\_\_

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

\* Also please add:  
780-710-7RWB-3R0D / 08760P-Step 6 (12.51)  
780-710-7RWB-3RFA / 01120P-Step 4 (8.70)

# MINNEAPOLIS PARK AND RECREATION BOARD (CHILDREN'S SERVICE WORKER) BACKGROUND CHECK

I authorize the Minneapolis Park and Recreation Board (hereinafter referred to as the MPRB) or its authorized assignee (s) to conduct the following background check. This information will be used to determine my suitability for employment with the MPRB. I understand that continued employment is contingent on receiving satisfactory results from this background check.

I further understand that the MPRB will use my Minnesota State Driver's License / Minnesota State Identification Card information given below to conduct an investigation of my background, which will include my driver's license status, driving history, and criminal conviction history (if any) as directly related to the position for which I am applying with the MPRB.

Applicant's Signature: Donnell Crayton Date: 6-21-05

**THE FOLLOWING INFORMATION MUST BE COMPLETE. ALL SPACES MUST BE FILLED IN!!!**

Please give us your complete -legal name (do not use initials) in the following order: first name, middle name, last name:

Donnell (First) (None) (Middle) Crayton (Last)

List any other complete names / aliases by which you have been known within the last ten years: \_\_\_\_\_

Date of Birth (Month / Day / Year): 13.43 - Personnel Data

Social Security Number: 13.43 - Personnel Data

Have you ever been convicted of any of the crimes listed on the back of this form? 13.43 - Personnel Data

If yes, please attach a description of each crime for which you have been convicted including the city, state, date, specific crime(s) for which you were charged and any other facts relating to the charge(s) or the conviction(s).

## Drivers License / State ID (copy information from license)

# 13.43 - Personnel Data State 13.43 - Personnel Data Class 13.43 Expires 13.43

Name Donnell (First) (None) (Middle) Crayton (Last)

Address 13.43 - Personnel Data

City / State / Zip 13.43 - Personnel Data

Supervisor / Staff Person requesting this check Anne Kegley

Phone 370-4916 Location Webber Date submitted 6/24/05

Position Applicant Applying For Recreation Assistant

Based on the findings of this office, the above named applicant is:

Eligible For Employment

Not Eligible For Employment



MINNAPOLIS PARK AND RECREATION BOARD  
PERSONNEL ACTION FORM

EMP ID: 105634 SS#: \_\_\_\_\_ HIRE DATE: \_\_\_\_\_

NAME: Donnell Crayton

ADDRESS: \_\_\_\_\_

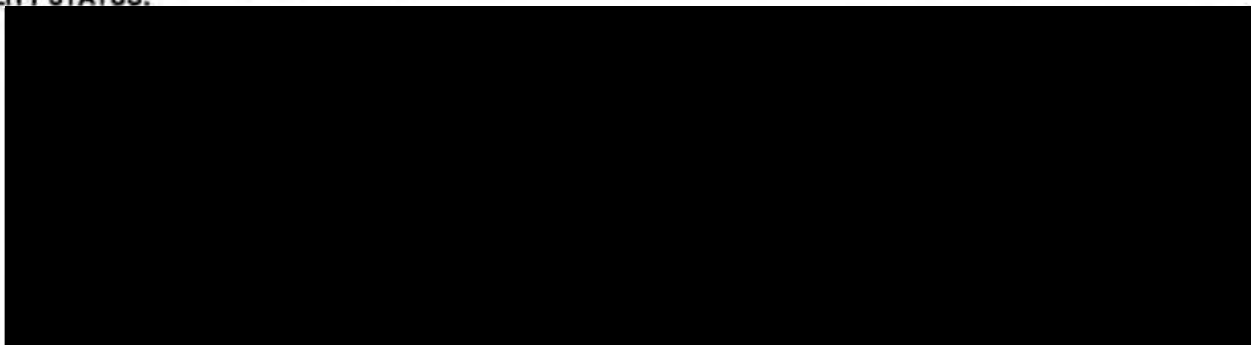
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

SEX:  FEMALE  MALE BIRTHDATE: \_\_\_\_\_

Ethnic Group: **13.43 - Personnel Data**

ACCOMMODATION REQUEST PANEL/DIAGNOSES

DISABILITY STATUS:  


EMPLOYMENT ELIGIBILITY PROOF (Attach I-9 Form):

1 \_\_\_\_\_ 2 \_\_\_\_\_

JOB DATA PANELS

ACTION/REASON (ONE SELECTION MUST BE MADE IN EACH EMPLOYMENT STATUS CATEGORY):

- HIRE THRU CS  PARK BOARD HIRE (DIRECT)
- certified
- DETAIL  ADDITIONAL JOB
- RE-HIRE

DEPT: MPLP710

POSITION NUMBER: \_\_\_\_\_ JOB CODE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

- TYPE OF EMPLOYMENT:
- REGULAR (PERMANENT)  TEMPORARY  SEASONAL
  - FULL-TIME  PART-TIME  INTERMITTENT
  - CERTIFIED  APPOINTED  GRANT EMPLOYEE
  - ELECTED  OUTSIDE TRADES
  - UNCERTIFIED OTHER  CHARTER DEPT HEAD

PAY GROUP: PRK  
PKE  
PKY

Standard Hours: \_\_\_\_\_

SALARY ADMIN PLAN: \_\_\_\_\_

REFERENCES

References: Please list three persons (not related to you) who would have knowledge of your qualifications for the position you are seeking (e.g., current or former supervisor, employer, co-worker, teacher, or friend).

13.43 - Personnel Data

HOW TO APPLY

Return application to:



MINNEAPOLIS PARK AND RECREATION BOARD

Part-time Employment

JOB(S) APPLYING FOR: \_\_\_\_\_

DATE OF APPLICATION: 6-10-05

Please print or type

13.43 - Personnel Data

13.43 - Personnel Data

B. Describe all training or education you have received relating to the job applying for: \_\_\_\_\_  
None

13.43 - Personnel Data

AVAILABILITY

Days of the week and times available:	Desired Work Location: (Circle as many as possible)	Desired Program(s): (Circle as many as possible)
Sunday <u>11am to 8pm</u>	Central/South	Playgrounds
Monday <u>9am 8pm</u>	Eastside <input checked="" type="radio"/> Northside	Mobile Playground
Tuesday <u>9am 8pm</u>	Southside	
Wednesday <u>9am 8pm</u>	Southwest	
Thursday <u>9am 8pm</u>		
Friday <u>9am 8pm</u>		
Saturday _____		
Number of hours available <u>40</u> per week	Date available to work <u>asap</u>	



**EMPLOYMENT HISTORY**

**A. Current Employment:**

Employer Name <u>Phyllis Wheatley</u>	Telephone <u>612-374-4342</u>
Address <u>915 Emerson Ave N</u>	Dates: From <u>6/09</u> to <u>Now</u>
Name of Supervisor <u>Judy Miller + Barbara Wakman</u>	[Redacted]
Job Title <u>Childcare aid</u>	Reason for Leaving? <b>13.43</b>
Description of Duties <u>supervise children</u>	

**B. Two most recent jobs prior to current employment.**

Employer Name <u>Arroy's</u>	Telephone <u>765-503-6878</u>
Address <u>5500 Xerxus</u>	Dates: From <u>10/04</u> to <u>12/04</u>
Name of Supervisor <u>Alex Jacano</u>	[Redacted]
Job Title <u>Crew</u>	Reason for Leaving? <b>13.43 - Personnel Data</b>
Description of Duties <u>work Register</u>	

Employer Name <u>City of Mpls (Teen teamwork)</u>	Telephone
Address	Dates: From <u>6/03</u> to <u>8/03</u>
Name of Supervisor <u>Melvin</u>	[Redacted]
Job Title <u>Crew</u>	Reason for Leaving? <b>13.43</b>
Description of Duties <u>clean + maintain neatness of mpls parks</u>	

**C. Previous experience with the Minneapolis Park and Recreation Board:**

1. Have you ever been employed by the Minneapolis Park and Recreation Board? Yes  No   
 If yes, please give the following information:  
 Park (or Department) Fairview (Teen teamwork)  
 Immediate Supervisor Melvin  
 Dates worked 6/03 to 8/03

2. Have you ever held a volunteer position with the Minneapolis Park and Recreation Board?  
 Yes  No  If yes, indicate where:  
 Park (or Department) \_\_\_\_\_  
 Supervised by \_\_\_\_\_  
 (Park Director or Program Supervisor)

**VOLUNTEER EXPERIENCE**

(Attach additional sheets if necessary.)

Agency/Organization	Telephone
Address	Dates: From _____ to _____
Name of Supervisor	May we contact this agency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Title	Reason for Leaving?
Description of Duties	

Agency/Organization	Telephone
Address	Dates: From _____ to _____
Name of Supervisor	May we contact this agency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Title	Reason for Leaving?
Description of Duties	

**EDUCATION**

Circle the last grade of school completed	Did you graduate (not mandatory)	Date of Graduation	Name of last elementary or high school attended	City or post office	State
5 6 7 8 9 <b>10</b> 11 12 GED	<u>Not yet</u>		<u>Park Center</u>	<u>Brooklyn Park</u>	<u>MN</u>

Additional Education and Training (Include names and locations of Colleges, Universities, Trade, Vocational or other schools attended)	Dates Attended		Cert or Degree	Date Rec'vd	Major/Minor or Subject
	From	To			

**AUTHORIZATION DECLARATION**

- Data Privacy: All information requested on this application will only be used to determine the suitability of the applicant for this position.  
 - My signature below certifies that all statements made on this application are true, complete and correct to the best of my knowledge. I understand these statements are subject to verification. I understand that falsification of this application can disqualify me from consideration or may result in dismissal upon discovery.  
 - I understand that if I am selected for a position with the Minneapolis Park and Recreation Board I will be asked to supply information from my driver's license or other necessary information in order to allow the Minneapolis Park and Recreation Board to complete a background check. I understand that my continued employment will be contingent on receiving a satisfactory background check.  
 - I further authorize the references which I have listed on the following page to give the Minneapolis Park and Recreation Board all pertinent information relating to their knowledge of me and my ability to successfully perform the position I have applied for.

Signature <u>Donnell Grayton</u>	Date <u>6-10-05</u>
-------------------------------------	------------------------

Rank History

Close

Rank History for: Donnell Crayton  
Employee ID Number: 105614

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year		Reason
Edit	Delete	Police Officer	7/14/2013		0	9/24/2012	2012		Promotion
Edit	Delete	Police Recruit	9/24/2012	7/13/2013	0	9/24/2012	2012		Hire
Edit	Delete	Community Service Officer	6/4/2012	9/23/2013	0	6/4/2012	2012		-
Edit	Delete	Community Service Officer	11/3/2008	8/4/2009	0	11/3/2008	2008		-



**Unit Assignment History**

Close

Add Historical Assignment

Assignment(s) for: Donnell Crayton  
Employee ID Number: 105634

Edit	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change
		CSO Program	Primary	11/3/2008	8/1/2009	
			Primary	8/2/2009	6/2/2012	
		CSO Program	Primary	6/4/2012	9/23/2012	
		Pct 3	Temporary	1/13/2013	3/16/2013	
		Academy	Primary	9/24/2012	7/13/2013	
		Pct 1	Temporary	3/17/2013	7/13/2013	
		Pct 3	Primary	7/14/2013	1/11/2014	
		Pct 3	Primary	1/12/2014	5/23/2015	
			Temporary	1/26/2018	2/4/2016	
			Primary	5/24/2015	3/3/2018	
Edit			Primary	3/4/2018		

13.43  
13.43

**Below this page  
is Park Police  
History  
Returned to  
MPD 2012**



**Halvorson, Janet M.**

**From:** PS on behalf of hris@ci.minneapolis.mn.us  
**Sent:** Thursday, January 21, 2010 11:48 AM  
**To:** arlene.robinson@ci.minneapolis.mn.us; Brenda.Allord@ci.minneapolis.mn.us; susan.schempf@ci.minneapolis.mn.us; Julie.Meintsma@ci.minneapolis.mn.us; Chaika, Teresa M.; Christine.Friedlieb@ci.minneapolis.mn.us; michelle.garvey@ci.minneapolis.mn.us; trooney@mplspha.org; Heryla, Rhonda M.; Cheryl.Yuzna@ci.minneapolis.mn.us; Diana.DeLacey@ci.minneapolis.mn.us; crystal.vandenberg@ci.minneapolis.mn.us; Nilushi.Ranaweera@ci.minneapolis.mn.us; kathy.watson@ci.minneapolis.mn.us; Tina.Beech@ci.minneapolis.mn.us; Carol.Strong@ci.minneapolis.mn.us; leffinger@mplspha.org; Jennie Soderholm; Sea Vang; Kathleen McDonald; Jay Trevino; Samantha Whiteman; Dawn Misencik; Jones, Jamie L. (Payroll); Cherie Penn; Carol Melloy; Diana Lahd; Pauline Laviolette; Irene Ghatt; tracy.jones@ci.minneapolis.mn.us; Antonette Johnson; Bertha Gabrish; Halvorson, Janet M.; Sharon Singleton; Nancy Martin; Dani Connors-Smith; Kim Stringfellow; Pamela.Tracy@ci.minneapolis.mn.us; Anne Ruona; Alice Rutt; Karen Caron; Renee Baron; Nancy Stine; James Matyas; Henrietta Vizenor; Glen Henry; tsering.banari@ci.minneapolis.mn.us  
**Subject:** Invitation - A Transfer request requires processing - Dept 7100000

A Transfer request requires processing.

Applicant Name: **Donnell Crayton**  
Former Worker  
Employee ID: **13.43**  
Type of Hire: **PR 105634**  
Comments:

*Cerkl Seas/Ant 11/15/10*  
*Position 7041*

- New Hire:
1. Verify 'Start' date
  2. Review Comments section for any special notes
  3. Verify data against 'Hire' form completed by the new employee and hiring manager

- Transfer:
1. Verify 'Type of Hire'
  2. Verify 'Start' date
  3. Review Comments section for any special notes
  4. Verify data against Employee Job Change Form
  5. If this is a Demotion or Promotion, make sure you save the Job row before you change the Action/Reason codes

To process this request, visit:  
[http://cmean315.ci.minneapolis.mn.us/psp/hris/EMPLOYEE/HRMS/c/ADMINISTER\\_WORKFORCE\\_\(GBL\).HR\\_MANAGE\\_HIRES.GBL?](http://cmean315.ci.minneapolis.mn.us/psp/hris/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).HR_MANAGE_HIRES.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_WORKFORCE_ADMINISTRATION.CO_PERSONAL_INFORMATION.HC_ORG_RELATIONSHIP.HC_HR_MANAGE_HIRES&IsFolder=false&IgnoreParamTempl=FolderPathNocIsFolder)  
FolderPath=PORTAL\_ROOT\_OBJECT.HC\_WORKFORCE\_ADMINISTRATION.CO\_PERSONAL\_INFORMATION.HC\_ORG\_RELATIONSHIP.HC\_HR\_MANAGE\_HIRES&IsFolder=false&IgnoreParamTempl=FolderPathNocIsFolder

*2010  
JAN 27, ENTD*

*Background yes*

### Training Records

**Training History for:** Donnell Crayton

**Employee Id:** 105634

**Total Continued Education Credits:** 533.0

**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 #	Commer
Edit	Delete	2019 Annual In-Service Training Program, Phase III, September - December 2019	10/29/2019	10/29/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase III, September - December 2019	10/28/2019	10/28/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase II, (Apr-Aug/Sep 25-26)	7/30/2019	7/30/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase II, (Apr-Aug/Sep 25-26)	7/29/2019	7/29/2019	Not Applicable	7.00					
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	4/11/2019	4/11/2019	Not Applicable	4.00					
Edit	Delete	2019 Final Four Mandatory Orientation Session, March 11, 12, 13, 14, 2019	3/11/2019	3/11/2019	Not Applicable	3.00					
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	3/7/2019	3/7/2019	Not Applicable	4.00					
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	2/28/2019	2/28/2019	Not Applicable	4.00					
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	2/21/2019	2/21/2019	Not Applicable	4.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase I, January - March 2019	2/12/2019	2/12/2019	Not Applicable	7.00					
Edit	Delete	2019 Annual In-Service Training Program, Phase I, January - March 2019	2/11/2019	2/11/2019	Not Applicable	7.00					
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	1/31/2019	1/31/2019	Not Applicable	4.00					
Edit	Delete	2019 Semi-Automatic	1/17/2019	1/17/2019	PASS	1.00					



		Handgun Qualification and Gas Mask Fit Testing, January - February 2019, Multipl								
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	1/17/2019	1/17/2019	Not Applicable	4.00				
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	1/10/2019	1/10/2019	Not Applicable	4.00				
Edit	Delete	2019 Canine Weekly Trng (var:Jan-Dec)	1/3/2019	1/3/2019	Not Applicable	4.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	12/27/2018	12/27/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	12/20/2018	12/20/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	11/15/2018	11/15/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	11/8/2018	11/8/2018	Not Applicable	3.00				
Edit	Delete	2018 Annual In-Service Training Program, Multiple Dates	11/1/2018	11/1/2018	Not Applicable	7.00				
Edit	Delete	2018 Annual In-Service Training Program, Multiple Dates	10/31/2018	10/31/2018	Not Applicable	7.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	10/25/2018	10/25/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	10/18/2018	10/18/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	10/11/2018	10/11/2018	Not Applicable	3.00				
Edit	Delete	2018 Emergency Vehicle Operations Course, Multiple Dates	10/9/2018	10/9/2018	Not Applicable	7.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	9/27/2018	9/27/2018	Not Applicable	3.00				
Edit	Delete	2018 Shotgun and CIT Training Program, GROUP A, Multiple dates	9/24/2018	9/24/2018	Not Applicable	7.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	9/20/2018	9/20/2018	Not Applicable	3.00				
Edit	Delete	2018 NARCAN and Procedural Justice Refresher, GROUP A, SWORN, Multiple Dates	9/6/2018	9/6/2018	Not Applicable	7.00				
Edit	Delete		8/23/2018	8/23/2018	Not Applicable	3.00				

		2018 Canine Weekly Training (various dates)								
Edit	Delete	2018 Canine Weekly Training (various dates)	8/16/2018	8/16/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	8/2/2018	8/2/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	7/19/2018	7/19/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	7/12/2018	7/12/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	6/28/2018	6/28/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	6/7/2018	6/7/2018	Not Applicable	3.00				
Edit	Delete	2018 Canine Weekly Training (various dates)	5/31/2018	5/31/2018	Not Applicable	3.00				
Edit	Delete	2018 PIMS Basic Patrol Training Program, April 5-7, 2018, Night Session and Venue 1	4/7/2018	4/8/2018	Not Applicable	7.00				
Edit	Delete	2018 PIMS Basic Patrol Training Program, April 5-7, 2018, Night Session and Venue 1	4/6/2018	4/7/2018	Not Applicable	7.00				
Edit	Delete	2018 PIMS Basic Patrol Training Program, April 5-7, 2018, Night Session and Venue 1	4/5/2018	4/6/2018	Not Applicable	7.00				
Edit	Delete	2018 Annual Handgun Qualification and Gas Mask Fit Testing, January 2 - 19, 2018	1/17/2018	1/17/2018	PASS	1.00				
Edit	Delete	2018 Super Bowl LII, Law Enforcement Officer Orientation, January 09, 2018	1/9/2018	1/9/2018	Not Applicable	6.00				
Edit	Delete	2017 TASER Re-Certification Training Program, Multiple Dates	10/12/2017	10/12/2017	Not Applicable	4.00				
Edit	Delete	2017 Defensive Tactics, Non Patrol, POST Mandated, May - June, various dates	6/29/2017	6/29/2017	Not Applicable	4.00				
Edit	Delete	2017 BRC Motorcycle	5/7/2017	5/18/2017	Not Applicable	15.00				May 7, 17 18



		Riding Course (May 7, 15-18)								
Edit	Delete	2017 Annual Semi-Automatic Handgun, Shotgun Qualification and Gas Mask Fit Testing, Jan- Feb	1/24/2017	1/24/2017	PASS	1.00				
Edit	Delete	2016 Fall In- Service Training Program, Active Shooter, Super Bowl Phase II, (var Nov-Dec)	12/8/2016	12/8/2016	Not Applicable	7.00				
Edit	Delete	2016 TASER Re- Certification Training Program, November and December dates	11/29/2016	11/29/2016	PASS	4.00				
Edit	Delete	2016 Fall In- Service Training Program, Super Bowl Phase I, October, various dates	10/26/2016	10/26/2016	Not Applicable	7.00				
Edit	Delete	2016 Procedural Justice, Module 3, October - December, various dates	10/25/2016	10/25/2016	Not Applicable	7.00				
Edit	Delete	2016 Body Worn Camera Patrol Training Program, September 26, 27, 28, 2016	9/27/2016	9/27/2016	Not Applicable	2.00				
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, Various dates, May - July, 2016	6/28/2016	6/28/2016	Not Applicable	8.00				
Edit	Delete	2016 Investigative Training for CRT/Plainclothes, June 8-10, 2016	6/10/2016	6/10/2016	Not Applicable	7.00				
Edit	Delete	2016 Investigative Training for CRT/Plainclothes, June 8-10, 2016	6/9/2016	6/9/2016	Not Applicable	7.00				
Edit	Delete	2016 Investigative Training for CRT/Plainclothes, June 8-10, 2016	6/8/2016	6/8/2016	Not Applicable	7.00				
Edit	Delete	2016 Search Warrant Training, CRT/Plainclothes Investigators, June 2-3, 2016	6/3/2016	6/3/2016	Not Applicable	3.00				

Edit	Delete	2016 Search Warrant Training, CRT/Plainclothes Investigators, June 2-3, 2016	6/2/2016	6/2/2016	Not Applicable	3.00					
Edit	Delete	2016 Off Duty/2nd/Back-Up Handgun Qual (various)	5/31/2016	5/31/2016	PASS	1.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	4/8/2016	4/8/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	4/7/2016	4/7/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	4/6/2016	4/6/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	4/5/2016	4/5/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	4/4/2016	4/4/2016	Not Applicable	8.00					
Edit	Delete	2016 Procedural Justice, Module 1	3/21/2016	3/21/2016	Not Applicable	7.00					
Edit	Delete	2016 Warrant vs. Warrantless Home Entry and PC Pick-ups, February 10, 2016	2/10/2016	2/10/2016	Not Applicable	2.00					
Edit	Delete	2016 Annual Semi-Automatic Handgun Qualification and Gas Mask Fit Testing	1/13/2016	1/13/2016	PASS	1.00					
Edit	Delete	2015 Annual Taser Re-Certification Course, Multiple Dates	12/3/2015	12/3/2015	Not Applicable	4.00					
Edit	Delete	2015 SWAT-Cycle 12-Crisis Negotiation Team Trng (Nov 11)	11/11/2015	11/11/2015	Not Applicable	7.00					
Edit	Delete	2015 Panopticon Open Source Investigations, October 30, 2015	10/30/2015	10/30/2015	Not Applicable	4.00					
Edit	Delete	2015 EVOC Fall Training program, various training dates	10/14/2015	10/14/2015	PASS	8.00					
Edit	Delete	2015 Weapons, VCAT, SSTF, JTTF, DEA-TF & Precinct CRT In-Service Training	10/5/2015	10/5/2015	Not Applicable	8.00					



		Program (Oct 5, 9, 13)								
Edit	Delete	2015 Shotgun Training and Handgun Development, September 8-24, 2015	9/23/2015	9/23/2015	PASS	4.00				
Edit	Delete	2015 MCTC: Physical Surveillance for Counter Narcotic Missions (Aug 31-Sep 4)	8/31/2015	9/4/2015	Not Applicable	40.00				
Edit	Delete	2015 MCTC: Tactical Narcotics Debriefing (Aug 6-7)	8/6/2015	8/7/2015	Not Applicable	16.00				
Edit	Delete	2015 Fair and Impartial Policing, 1st Precinct, June 9, 2015	6/9/2015	6/10/2015	Not Applicable	4.00				
Edit	Delete	2015 Patrol In-Service Training Program	3/25/2015	3/26/2015	Not Applicable	9.00				
Edit	Delete	2015 Defensive Tactics Training	3/2/2015	3/3/2015	PASS	2.00				
Edit	Delete	2015 February Semi-Automatic Handgun Qualification and Gas Mask Fit Testing	2/17/2015	2/17/2015	PASS	1.00				
Edit	Delete	2014 TASER Operator Recertification Course (Nov 2014-Jan 2015)	11/26/2014	11/26/2014	PASS	4.00				
Edit	Delete	2014 Fall Computer Training Program (911 Response Officers and Supervisors)	11/6/2014	11/7/2014	Not Applicable	2.00				
Edit	Delete	2014 In-Service Defensive Tactics	10/8/2014	10/8/2014	PASS	1.00				
Edit	Delete	2014 Annual Shotgun Qual, Training & Handgun Skill Development	9/24/2014	9/24/2014	PASS	2.00				
Edit	Delete	2014 EVOC Fall Training Program	9/17/2014	9/17/2014	PASS	8.00				
Edit	Delete	2014 Handgun Skill Development, various dates	5/28/2014	5/28/2014	PASS	1.00				
Edit	Delete	2014 In-Service Training Program, Patrol Officers Only	3/11/2014	3/11/2014	Not Applicable	8.00				
Edit	Delete	2014 CPR/Heartsaver Training Program	2/4/2014	2/4/2014	PASS	2.00				
Edit	Delete	2014 Handgun Qualification and Gas Mask Fit	1/21/2014	1/22/2014	PASS	1.00				

		Testing, multiple dates								
Edit	Delete	2013 Annual Taser Re-Certification, v.19	12/19/2013	12/19/2013	PASS	4.00				
Edit	Delete	2013 Fall EVOC Training Program	10/22/2013	10/23/2013	PASS	8.00				
Edit	Delete	2013 Fall Defensive Tactics 1 hour (var Sep-Dec)	10/21/2013	10/21/2013	Not Applicable	1.00				
Edit	Delete	2013 Gas Mask Fitting	9/24/2013	9/24/2013	PASS	0.00				
Edit	Delete	2013 Counter Ambush/Shotgun Training	9/11/2013	9/11/2013	PASS	0.00				
Edit	Delete	2013 Handgun Skill Development Program	7/9/2013	7/9/2013	PASS	1.00				
Edit	Delete	2013 In-Service Training Program	3/27/2013	3/27/2013	Not Applicable	8.00				
Edit	Delete	2013 In-Service Training Program	3/26/2013	3/26/2013	Not Applicable	8.00				
Edit	Delete	2013 ILERSBA Training, FEMA	2/7/2013	2/7/2013	Not Applicable	9.00				
Edit	Delete	2013 January Handgun Qualification Course	1/23/2013	1/23/2013	PASS	1.00				
Edit	Delete	2009 Traffic Control of both Motorized and Pedestrian Traffic	7/29/2009	7/31/2009	Not Applicable	20.00				*Exact dates of training unknown. Certificate only shows July, 2009.



**GANG INTERDICTION TEAM**

The Minneapolis Police Gang Interdiction Team (GIT) is a proactive unit that focuses on identifying criminal street gang members who operate in Minneapolis and the surrounding metro area. The overall goal of the unit is to disrupt gang violence before it occurs and to aggressively respond to gang violence in an attempt to prevent incidents of retaliation when violent acts do occur. In order to be successful in this mission, the gang unit needs to be staffed with highly motivated officers who are able to remain professional in highly stressful and dangerous situations. The officers who were assigned to the gang unit in 2018 not only fit this description, but also dedicated themselves to selflessly serving the Minneapolis residents who are affected in many ways by the violence perpetrated by gangs in the city.

Since the formation of street gangs in this county in the middle of the last century, gangs have trafficked narcotics as a means of making money. Additionally, they have used illegal weapons to protect their narcotics trade and to intimidate those who oppose them. Gangs in Minneapolis are no different, so in order to diffuse and deter the violence committed by gangs in the city, the gang unit has been tasked to focus on weapons and narcotics. In 2018 the gang unit was successful on both of these fronts. Over the course of 2018, the gang unit recovered 104 total guns. 75 of these guns were recovered from gang members or associates. Over the course of the year, gang unit officers recovered multiple guns in 13 incidents. 12 of these incidents involved gang members or associates. In those 13 incidents, 31 guns were recovered in total. These weapon recoveries undoubtedly played a role in the decrease in gun violence in the city over the past year. Fortunately, we will never know how many more people would have been victims of gun violence if not for the work done by the officers of the gang unit.

In addition to the proactive work done by gang officers on the street, GIT is often utilized by other investigative units as the go to source for gang intelligence as it relates to their investigations. These units, such as homicide, assault, robbery, and weapons also utilize the gang unit when it comes to making stops and arrests in relation to their cases. Over the course of the year, gang officers arrested suspects in seven shootings, two homicides, seven robberies, and three weapons cases. Gang officers also assisted in identifying countless suspects in gang related violent crimes.

The final portion of the work done by the gang unit in 2018 is hard to quantify, but is very important nonetheless. In 2017, Minneapolis began working with the group violence intervention (GVI) project. GVI is a nationwide program that utilized many community partners in an all-encompassing method of deterring gang violence. It utilized social service organizations, community outreach workers, probation, parole, and the police in an effort to give gang members the resources they need to become productive members of society. The gang unit works with probation officers to identify parties who are most likely to be either crime victims or suspects. These parties are then given the resources needed to lead productive lives with the ultimatum that they are responsible for communicating the message to their fellow gang members that gang violence will no longer be accepted in the community. The gang unit's role is to assist in getting this message out on the street to influential gang members and to remind them that if violence occurs that their entire gang will be held responsible. If and when violence occurs between gangs in Minneapolis, the gang unit is then charged with putting all efforts toward policing the gang that is responsible for the murder. This method has worked in numerous cities around the country and Minneapolis is no different. Since the inception of the program, there has been a marked downturn in gang violence, which can be directly attributed to the work done by gang officers day in and day out.

Policing of gangs and gang violence is some of the most stressful, dangerous, and challenging work that police officers can undertake. Thankfully, the Minneapolis police department has a group of dedicated and professional police officers that have volunteered to take on this challenge. For these reasons, the Minneapolis Gang Interdiction Team is more than deserving of the 2018 unit citation award.

13.43 - Personnel Data



## 13.43 - Personnel Data

13.43 - Personnel Data

3085



**Rainville, Mary-R and D**

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**From:** Arradondo, Medaria  
**Sent:** Monday, October 02, 2017 11:31 AM  
**To:** McGinty, Sean; Sheldon, Richard; Infante, Adrian; Carlson, Troy A.; Aschoff, Heather; Boelk, Michael; Detert, Zane C.; Garman, Brianna; Johnson, Grant; Karnik, Vicki; Laux, Steven; Mays, Michael B.; McDonough, Conor M.; McKenna, Daryl R.; Merrill, Jennifer; Misgen, Daniel M.; Osuji, Joseph L; Skowronek, Jacob S.; Soucy, Michael; Tidgwell, Kenneth E; Crayton, Donnell; Miller, Ryan  
**Cc:** Rainville, Mary-R and D  
**Subject:** Honor Guard Thank you Letter - Wayzata Fallen Officer  
**Attachments:** OfficerMathews-HonorGuard.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Morning –

I wanted to pass forward the attached letter from the David Lee Funeral Home regarding your presence and professional during the funeral service for Officer Matthews of the Wayzata Police Department. It was a highly emotional event and I want to personally thank you for your work as part of the MPD Honor Guard. I watch with pride and humble gratitude for all that you do in these situations.

You demonstrate the highest standards that the Minneapolis Police Department strive to emulate across our organization. The residents of the City of Minneapolis, as well as me, thank you.

\*A copy of the attached letter will be placed in your permanent file.

My best  
 Rondo

**Medaria Arradondo**  
 Chief  
 Minneapolis Police Department  
350 South 5<sup>th</sup> Street-130 I Minneapolis, MN 55415  
 Ph: 612.673.3550 I Fax: 612.673.2613



David Lee Funeral Home  
& Cremation Services

www.davidleefuneralhome.com  
1220 East Wayzata Boulevard, Wayzata, Minnesota 55391  
952-473-5577 ■ FAX 952-475-0870  
info@davidleefuneralhome.com

September 18, 2017

Minneapolis Police Department  
350 South Fifth Street, Room 130  
Minneapolis, MN 55415

Dear Chief Arradondo and Department,

The solidarity of honor, respect, and mourning among law enforcement for Officer Mathews was clear. His funeral was an emotional time for many, particularly for his family, the Wayzata PD, and the entire Wayzata community. Many of you did not know him, but you all knew intuitively his commitment to his community, his oath to protect, and his willingness to place himself at risk.

On behalf of the entire staff at David Lee Funeral Home, we want to thank each officer that stood guard at the funeral home. Thank you for being here to honor and protect his body from the time he came to us and right up to his final rest. You displayed a strong commitment to Bill and his family by never leaving him and treating him as your brother to the end. This was pretty remarkable and inspiring for all of us to witness your dedication to a fallen officer, we have never seen anything like it before.

Our very best to you,

The Staff at David Lee Funeral Home  
Wayzata, Minnesota



13.43 - Personnel Data

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13.43 - Personnel Data



## 13.43 - Personnel Data

**Below this page  
is Park Police  
History**

**Returned to  
MPD 2012**



**Wolfe, Emily E.***Donnell worked*

**From:** Amy Quinlivan [aquinlivan@isd.net]  
**Sent:** Tuesday, July 01, 2008 3:08 PM  
**To:** EDoll10075@aol.com  
**Subject:** Re: Ball volunteers at Webber

*8-1:30*

Hi Ellen,  
 Here is some feedback that happened right when we got in the car to go home after the wonderful Weber event;  
 (girls talking between themselves)

That was so much fun  
 they were really warm and welcoming  
 the people who work in the rec center are so nice  
 everyone knows each other  
 that's the way I like a park to feel  
 can we come here and play sometime....

I floated the whole way home too! Thought you'd like those comments. The girls with me were Franny Carroll, Helen Carroll and Ali Belzer.

On Jul 1, 2008, at 2:41 PM, EDoll10075@aol.com wrote:

THANK YOU!!! to all of the fabulous "ball girls" for getting up so early on a Saturday morning to come and volunteer your time & talent in preparation for the ribbon cutting at Webber Park. I'm wondering if you (Amy & Sue) could send the girls names to Mary Ann?  
 Thanks,  
 Ellen

*Ellen Doll  
 President & Founder  
 Support the Courts Foundation  
 1955 Kenwood Parkway  
 Minneapolis, MN 55405  
 612-377-1789  
 edoll10075@aol.com  
 www.supportthecourts.net*

\*\*\*\*\*

Gas prices getting you down? Search AOL Autos for fuel-efficient used cars.  
 (<http://autos.aol.com/used?ncid=aolaut00050000000007>)

**From:** "Mary Ann Schissler" <maryann@folwell.org>  
**Date:** July 1, 2008 10:17:35 AM CDT  
**To:** <edoll10075@aol.com>  
**Cc:** "Jenn Walker" <jenn@folwell.org>  
**Subject:** Ball volunteers at Webber

7/1/2008

1000779

Hi Ellen,

We would appreciate it if you could send us the names of the kids who put the balls into the fence on Saturday for the Webber tennis courts dedication. We use this information for our records. If you know how long they stayed (they arrived at about 9am), it would be really helpful to know that, too.

Thanks much for your help.

Mary Ann and Jenn

7/1/2008

1000780