

EMPLOYMENT

SECTION

For:

Noor, Mohamed

005159

Filed By ML
 Date 11/17/16

*Indicates required info

Employee Job Change Form

*Employee ID Number:	005159	*Employee Name:	Noor, Mohamed Mohamed	
*Effective date of Action:	09/04/16	*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:	St. Ent. Date 09/06/16	
*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		1	2	26.97	28.318

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
	REG					
	REG					
	REG			Hired as Police Officer	09/06/2015	

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	<input type="checkbox"/> Exempt <input type="checkbox"/> Medicare ... <input type="checkbox"/> Subject

Requires SEI (Statement of Economic Interest) No Yes

*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
	9-16-16
*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
	9/16/2016

*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:	005159	*Employee Name:	Mohamed Noor
*Effective date of Action:	09/06/15	*Action/Reasons:	Promotion Promotional Assignment
*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):	00001243

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):
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	19.628	26.97

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4004320			
	REG					
	REG					

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 checked="" type="checkbox"/> Other	

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

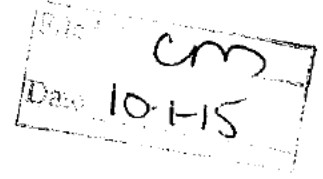
Requires SEI (Statement of Economic Interest)	<input type="checkbox"/> No <input type="checkbox"/> Yes
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*Submitted By (type or print name below)	*Date - enter below
Heather Rende	09/10/15
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>Heather Rende</i>	9/10/15
*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>Liba Brown</i>	9/24/2015



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

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



September 02, 2015

MOHAMED MOHAMED NOOR
[REDACTED]

Dear MOHAMED NOOR:

Congratulations! On August 28, 2015, you passed the Peace Officer Licensing Examination and have now completed the POST Board's examination requirements. You are now eligible for a peace officer license. This eligibility is valid for three years. If you are not licensed within that period, you can reestablish your eligibility through re-testing.

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

Good luck in your future law enforcement career.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carol Hall".

Carol Hall
Office and Administrative Specialist

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

Filed By cm
 Date 3-31-15

HIRE FORM

HIRE DATE (Start Date) 3/23/2015 *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 <u>Mohamed</u>	Middle Name <u>Mohamed</u>	Last Name <u>Nour</u>
Date of Birth [REDACTED]	Marital Status [REDACTED]	Social Security Number [REDACTED]
Apartment Number [REDACTED]	Street Address [REDACTED]	
City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]
Race/Ethnic Group [REDACTED]		Phones (Include Area Code) Home: [REDACTED] Other: [REDACTED]
[REDACTED]		Veteran [REDACTED]
[REDACTED]		Disabled [REDACTED]

JOB INFORMATION PATH: Organizational Relationships Tab/Add Job Data

Employee ID <u>005159</u>	Is this a Permanent Hire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected Job end date: [REDACTED]	Position Number: <u>0000 7435</u>
Department Code <u>4000000</u>	Location Code <u>04000</u>	Establishment ID MPL	Job Code <u>000000</u>
Supervisor ID (if not using a position): [REDACTED]		Regular/Temporary/Seasonal Status <input checked="" type="checkbox"/> Regular (Permanent) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	
Hours Status <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent		Office Code <input checked="" type="checkbox"/> Non-Sworn <input type="checkbox"/> Sworn (Fire & Police only)	
Employment Class <input checked="" type="checkbox"/> Certified (Civil Service) <input type="checkbox"/> Uncertified Other <input type="checkbox"/> Outside Trades		Requires SEI (Statement of Economic Interest) <input type="checkbox"/> No <input type="checkbox"/> Yes	
Standard Hours/Week <u>40</u>	FICA Status [REDACTED]	Union Code <u>CAF</u>	Classified Indicator <input type="checkbox"/> Casual (Outside Trades) <input type="checkbox"/> Grant Employee <input type="checkbox"/> Permit <input type="checkbox"/> Political Appointment <input checked="" type="checkbox"/> Classified (City and Park) <input type="checkbox"/> Legislative Appointment <input type="checkbox"/> Temporary (Non-Permit) <input type="checkbox"/> Unclassified
Pay Group <u>PDP CCP</u>	Salary Plan <u>CAF</u>	Salary Grade <u>121</u>	Salary Step <u>1</u>
			Compensation Rate <u>\$ 19.628</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>4004320</u>				
	<u>REG</u>						
	<u>REG</u>						

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

[REDACTED]

Approved by: <u>Heather M. Rucker</u>	Date <u>3/22/15</u>	Entered in HRIS By <u>USA Draz</u>	Date <u>3/24/2015</u>
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Hire Form - Part 2 (Supplemental Information)

Employee ID or Social Security Number	Employee Name	Hire Date (Start Date)
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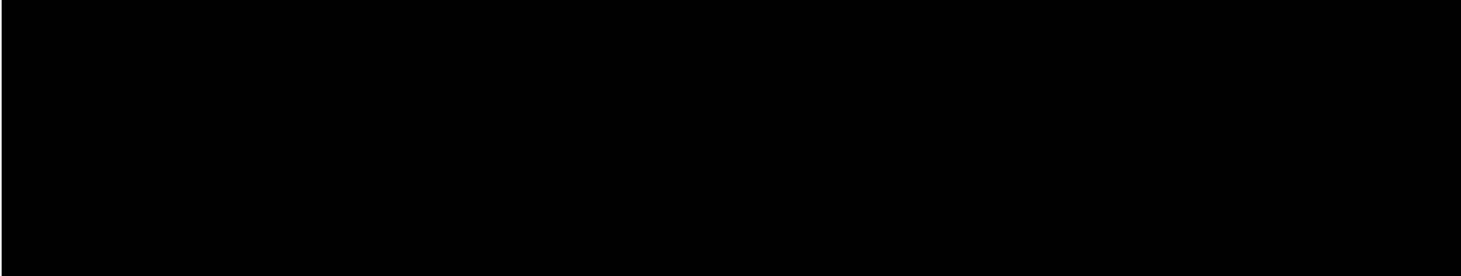
MAILING ADDRESS (if different from home address (Optional))
 Panel: Workforce Administration/Personal Information/Modify a Person /Contact Information

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

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



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



MINNEAPOLIS POLICE CADET EDUCATION AGREEMENT

Filed By cm
Date 3-31-15

This document outlines the educational and licensing requirements for Minneapolis Police Cadets. By signing below, the Police Cadet agrees to the terms of this document and understands that failure to meet the educational and licensing requirements may result in probationary release or disciplinary action up to and including suspension or discharge from employment.

Educational Requirements

- I. The Police Cadet must enroll in an accredited law enforcement program selected by the Minneapolis Police Department (MPD) Academy staff. The Police Cadet will be expected to meet all standards of the program and obtain a law enforcement certificate.
- II. The Police Cadet must complete all coursework with a minimum grade of C (or a pass on a pass/fail scale) and with a minimum GPA of 2.00 (on a 4.0-point scale) in the overall program. Course re-takes will not be allowed.
- III. The Police Cadet must provide proof of grades to the MPD Academy staff upon request, at the completion of each course, and/or at the end of each law enforcement program session.
- IV. The Police Cadet must comply with grade audits and academic reviews that may be conducted at any time by the MPD Academy staff or designees. The Police Cadet agrees to sign any authorizations necessary for the MPD to access relevant educational records.

Educational Expenses

The City of Minneapolis will lend the Police Cadet up to \$2396.00 to cover the costs of tuition and textbooks that are required by the law enforcement program and as outlined in the Police Cadet Loan Agreement. Any remaining costs will be the responsibility of the Police Cadet.

Licensing Requirements

- I. The Police Cadet must pass the Minnesota P.O.S.T. (Peace Officers Standards and Training) Board licensing exam after successful completion of the law enforcement program and before the final end date of the MPD Academy. (MPD Academy staff will communicate the P.O.S.T Board licensing exam dates in advance to the Police Cadet.)
- II. The Police Cadet must provide proof of passing the licensing exam and obtaining a Minnesota P.O.S.T. license before the final end date of the MPD Academy.

Acknowledgment

I have read, understand, and agree to comply with the educational and licensing requirements of the Minneapolis Police Cadet Education Agreement. Receipt of the \$2396.00 loan is conditioned upon the above terms and those set forth in the Minneapolis Police Cadet Loan Agreement.

Mohamed Nax
Police Cadet (printed name)

3/23/15
Date

[Signature]
Police Cadet (signature)

[Signature]
Minneapolis Police Department Representative

3/23/15
Date

Cc: MPD Academy Staff
Personnel File

MINNEAPOLIS POLICE CADET LOAN AGREEMENT

Filed By cm
Date 3-31-15
by and between the

THIS AGREEMENT, entered into this 23 day of March, 2015, by and between the City of Minneapolis (hereinafter called the "City") and Mohamed Nour (hereinafter called Police Cadet).

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

WHEREAS, the City is willing to assist people to become POST Board certified and to become Minneapolis police officers in the Minneapolis Police Department by loaning the money and providing education and training to interested and qualified candidates;

WHEREAS, the City is willing to provide tuition to candidates for POLICE CADET for up to \$2396.00 of the costs of the education and training if the candidates, after being hired as Minneapolis POLICE CADET remain with the City for the duration of the POLICE CADET program and work as police officers for an additional three years after becoming a Police Officer; and

WHEREAS, if candidate for police officer fails to complete three full working years of service with the City after being successfully educated and trained to become a police officer by the City, the candidate shall be required to reimburse the City for some or all of his or her tuition as provided herein.

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

1. The fair and reasonable cost and market value of the tuition portion of the POST training education and training program is \$2396.00.
2. The City agrees to lend up to \$2396.00 to the Police Cadet to cover the costs of tuition. The POLICE CADET agrees to borrow up to \$2396.00 from the City to pay for the costs of tuition.
3. For every month of full-time service as a Minneapolis police officer that the employee works, the \$2396.00 loan shall be reduced by \$66.56. At the end of the three full years of service working as a Minneapolis police officer, the entire \$2396.00 loan (or actual loan amount) shall be considered satisfied and paid in full. However, if the POLICE CADET voluntarily separates from the Minneapolis Police Department prior to working three full years as a police officer, the POLICE CADET shall immediately pay to the City the entire balance owing on the loan.
4. Any POLICE CADET or police officer who is released from probation, involuntarily terminated or resigns in lieu of termination from the program or from employment may by the Minneapolis Police Department be excused from repayment of any outstanding loan balance.
5. POLICE CADET understands that there are no permanent or long term POLICE CADET positions. POLICE CADET agrees that as soon as s/he completes the POLICE CADET program, s/he will advance to the position of police officer for City or employment will be terminated.

POLICE CADET

Mohamed Nour
Printed Name

[Signature]
Signature

CITY OF MINNEAPOLIS

[Signature]
Pre-Service Training Lieutenant

[Signature]
Academy Sergeant

Date: 3/23, 2015

Filed By: cm
Date: 3-31-15

Electronic Communication Policy Employee Acknowledgement

**I have received an electronic or paper copy of,
or reviewed the CityTalk version of**

the revised City's Electronic Communication Policy

approved by the Council on September 2, 2005

and effective September 10, 2005.

I understand that I am accountable for knowing and abiding by the Electronic Communication Policy and that I will be held accountable for abiding by this policy and its procedures. I understand how to access the online version of the Electronic Communication Policy in the CityTalk Policy Library.*

*(*If you do not understand how to access the online Policy Library, see your immediate supervisor for training until you are able to successfully access the Library.)*

I understand that this receipt is filed with my personnel records

Signature _____

Date _____

3/23/15

Nepotism Acknowledgement Form

Filed By	cm
Date	3-31-15

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

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

Print Name: Mohamed Nowr

Job Title: Police - Cadet

Department/Division: _____

Signature: 

Date: 3/23/15

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

Nepotism Policy

I. Purpose

The Nepotism policy is intended to mirror Section 15.160 of the Minneapolis Code of Ordinances, Ethics in Government which include a prohibition against nepotism in the workplace.

II. Policy

No local official or employee shall be the immediate supervisor, or that supervisor's immediate supervisor, of a related person. The Human Resources Department will work with the affected related persons to resolve violations of this provision that exist because of existing supervisory relationships.

A local official or employee of the city shall not influence or attempt to influence the hiring, transfer, suspension, promotion, discharge, reward, discipline, or the adjustment of grievances of a related person.

A local official or employee of the city shall not influence, or attempt to influence the awarding of a city contract to a related person. No local official or employee shall be responsible for managing a city contract with a related person.

III. Definitions

A. Related person shall mean a person in a marital relationship, a domestic partner relationship or other committed relationship with a local official or employee, or in a significant familial relationship with a local official or employee.

B. Significant familial relationship means:

1. By blood or adoption: parent, child, grandparent, grandchild brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, first cousin.

2. By marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece. Divorce terminates a significant familial relationship by marriage.

Last updated Oct. 23, 2012

Filed By cm
Date 3-31-15

PART B: Information About Health Coverage Offered by the City of Minneapolis

This section contains information about any health coverage offered by the City of Minneapolis. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name: City of Minneapolis		4. Employer Identification Number (EIN) 41-6005375	
5. Employer Address 350 South 5 th Street		6. Employer Phone Number 612-673-3333	
7. City Minneapolis	8. State MN	9. ZIP Code 55415	
10. Who can we contact about employee health coverage at this job? Human Resources Benefits Consultant			
11. Phone Number (if different from above) 612-673-3333		12. Email Address Benefits@minneapolismn.gov	

Here is some basic information about health coverage offered by the City of Minneapolis:

- As your employer, the City offers a health plan to certain employees. Eligible employees are employees who, at the time of hire, are regularly scheduled to work at least 30 hours per week or who average at least 30 hours of service per week during a 52 week measurement period.
- For 2015, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$66.00.
- With respect to dependents, the City offers coverage. Eligible dependents include the eligible employee's spouse, the eligible employee's child, and any other person who qualifies as a dependent of the employee for the purposes of Sections 105 and 106 of the Internal Revenue Code of 1986, as amended from time to time, as clarified in Revenue Procedure 2008-48.
- The City's coverage is designed to meet the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- Even though the City intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.
- If you purchase a health plan through the Marketplace instead of accepting health coverage offered by the City, then you will lose the City's contribution to the City's health coverage. Also, this City contribution—as well as your employee contribution to the City's health coverage—is excluded from income for Federal and State income tax purposes. Your payments for health coverage through the Marketplace are made on an after-tax basis.

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

I acknowledge receipt of this health insurance Marketplace notice.

Signature: [Handwritten Signature]

Date: 3/23/15

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

Notice of New Health Insurance Marketplace Coverage Options and Your Health Coverage

Effective Date: January 1, 2015

PART A: General Information

Key parts of the health care law took effect in 2014 which resulted in a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by the City of Minneapolis.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health coverage through the Marketplace begins in October each year for coverage starting January 1st of the following year.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. Your eligibility for premium savings depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer health coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the health coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.*

Note: if you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you will lose your employer's contribution (if any) to the employer's health coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis

How Can I Get More Information?

For more information about the City's health coverage, please check your summary plan description or contact City of Minneapolis, Human Resources/Benefits, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339, calling 612-673-3333 or emailing Benefits@minneapolismn.gov.

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. (NOTE: The City's health plan is offered to employees working 30 or more hours a week and is designed to meet the Affordable Care Act's "minimum value" standard. The City's lowest cost non-wellness program plan for an individual has a monthly premium rate is \$66.00)

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

Filed By	cm
Date	3-31-15

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: Mohamed Now
(Please print)

SIGNED: [Signature]

BADGE/EMPLOYEE #: 005159

DATE: 3/23/15

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY



Police Department

Janeé L. Harteau
Chief of Police
350 South 5th Street - Room 130
Minneapolis MN 55415-1389
612 673-2735
TTY 612 673-2157

Filed By CM
Date 3-31-15

All MPD Personnel:

RE: Important Message Concerning Email

This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at: http://www.ci.minneapolis.mn.us/policies/policies_electronic-communications-policy. Electronic communications are public data and must reflect a positive, professional image of the City of Minneapolis.

The policy covers all electronic communications, including the City's email, and internal and external websites. Every person who was given or has gained access to the City's computer system is responsible for adhering to City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Anyone who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

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

Sincerely,

Chief of Police Janeé Harteau

Name Mohamed Noor Employee Number 005159
(Print)
Signature [Handwritten Signature] Date 3/23/15
(Acknowledgment Receipt)



Filed By CM
Date 3-31-15

**ACKNOWLEDGMENT
OF
Special Order S13-046**

Regarding Non-Public Data

By signing this Acknowledgment* I certify that I have read Special Order S13-046 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: Mohamed Noor
(please print)

EMPLOYEE SIGNATURE [Signature] Date: 3/23/15

BADGE/IDENTIFICATION NUMBER: 005159

SUPERVISOR'S NAME AND SIGNATURE: _____ Date: _____

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

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



Filed By cm
Date 3-31-15

Police Department

Janeé L. Harteau
Chief of Police

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

612 673-2735
TTY 612 673-2157

March 2, 2015

Mohamed Noor
[REDACTED]

Dear Mohamed,

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

Salary: You will begin at Step 1 on our salary schedule, which is \$19.62 per hour. City employees are paid bi-weekly. You will receive your first full paycheck on April 17, 2015.

Probation: Your probationary period will end upon having serviced 12 months as a sworn Police Officer with MPD. The primary objectives of a probationary period are training and evaluation of your job performance. You shall also receive informal review and feedback of your performance.

Vacation: Vacation time will be determined on the basis of continuous years of service. You are eligible for (12) days of vacation your first year. Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation on September 23, 2015.

Sick Leave: Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave immediately.

Union: Your job classification is represented by the **AFSCME General Unit (#9)**. Their main number is 651-450-4990. You can review your contract at www.minneapolismn.gov/hr/laboragreements.

Healthcare: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective **May 1, 2015**. Please visit <http://www.minneapolismn.gov/hr/benefits/> for more detailed plan information. You may also contact our Benefit Division at 612-673-3333 for assistance with your benefit questions.

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



Orientation: Monday, March 23, 2015 - Please report to Classroom #1 at the MPD Strategic Operations Center located at 4119 DuPont Avenue North, Minneapolis, no later than **0800 hours**. Come dressed in business attire and bring your Physical Training (PT) gear. Your first Academy PT test will be given that afternoon. Please also bring either your checkbook or a debit/credit card.

Human Resources Representatives will be in attendance on your first day to provide you with helpful information, to answer questions, and to complete your employee paperwork. Please bring a voided check (for direct deposit).

Identity verification and employment eligibility to work in the United States is now processed through Equifax with E-Verify. This is a paperless process in which you will complete section 1 of the I-9 form online, prior to your first day:

- Log onto www.new19.com to complete section 1 of the I-9 Form
- User employer code [REDACTED]
- You will see a link for instructions once you have signed in

Please note that you are also required to present the original documents to prove your identity and authorization to work in the United States on your first day of employment.

Academy: The Police Cadet Academy is 29 full weeks of training. Your hours during the Cadet Academy will be Monday through Friday from 0800 – 1700 hours.

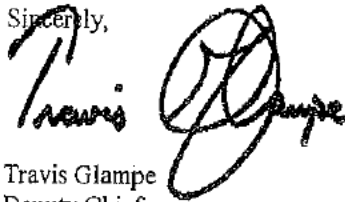
Uniforms and Equipment: See enclosed equipment document.

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

- Sergeant Steve Bantle (612) 673-3818
- Heather Rende, Human Resources Associate (612) 673-3476

We look forward to seeing you on your first day with the Minneapolis Police Department.

Sincerely,



Travis Glampe
Deputy Chief
Office of Professional Standards
Minneapolis Police Department

Enclosure: Required Equipment for Minneapolis Police Cadets

Cc: Employee Personnel file
Department HRIS Administrator

City of Minneapolis
APPLICANT PROFILE

7/10/14
OK OK

JOB TITLE: Police Cadet-C
APPLICANT: Mohamed Noor

JOB OPENING ID: 21487
RECRUITER: Heather Rende

JOB OPENING DATA

Job Opening ID: 21487
Job Opening Status: 010 Open
Position Number: 00007435
Job Code: 08080C
Department: 4000000
Location: C4000
Hiring Manager:
Police Cadet-C
Police Cadet-C
POLICE DEPARTMENT
Police

Filed By: cm
Date: 3-31-15

APPLICANT DATA

Applicant ID: [REDACTED]
Applicant JO Status: External Applicant
Check Further Status: No
Preferred Contact: [REDACTED]

Address: [REDACTED]

Phone Number (s): [REDACTED]

Email Address (es): [REDACTED]

Nepotism Declaration: [REDACTED]

RECRUITMENT DATA

Disposition Status: 020 Applied / 100 - Online Application
Referral Source: [REDACTED]
Referral SubSource: Other (type in field below)
Referral Details: [REDACTED]
Total Screening Points: [REDACTED]
Application Date: [REDACTED]

APPLICATION DATA

Previous City Employment: No
Can Contact Current Employer: [REDACTED]

Employer: Prime Therapeutics
Job Title: Clinical Review
Address: 4401 76th St. W
Edina, MN 55435 USA
Phone: 6127771639
Start Date: 10/20/2013
End Date:

Years of Experience: 0.7

Reason for Leaving: [REDACTED]
Comments: [REDACTED]

Job Duties:

City of Minneapolis
APPLICANT PROFILE

JOB TITLE: Police Cadet-C
APPLICANT: Mohamed Noor

JOB OPENING ID:21487
RECRUITER: Heather Rende

Pharmacy claims processing.

Employer: Extended Stay Hotels
Job Title: Hotel Manager
Address: 7956 Lyndale Ave S
Bloomington, MN 55420 USA
Phone: 9528841400
Start Date:08/20/2011 **End Date:**09/20/2013 **Years of Experience:** 2.1

Reason for Leaving: [REDACTED]

Comments:
[REDACTED]

Job Duties:

- ¿ Top accounts management
- ¿ Managed Aging accounts, billed and collected in a timely manner
- ¿ Responsible for accounts payables and receivables.
- ¿ Developed and trained District Hotel Managers and a staff of 20 employees to company standards.
- ¿ Forecasting, pricing and revenue optimization, achieved \$1Million in room revenue by year end.
- ¿ Developed new approaches to better manage inventory.
- ¿ Financial Analysis, Utilized P&L statement to better manage flow thru to the bottom line.
- ¿ Managed budgets and plan activities accordingly in order to maximize revenues and profits.
- ¿ Measured, analyzed, and communicated property performance using a variety of financial non-financial data including controllable costs, sales revenue, guest satisfaction, and associate engagement data.
- ¿ Managed labor standards and property level expenses to achieve maximum flow through to the bottom line profit.
- ¿ Worked in conjunction with Revenue Manager and Sales Team to implement sales strategies.
- ¿ Performed trend Analysis and forecasting for effective revenue management.
- ¿ Managed budget for current and future expenditures and plan activities accordingly in order to maximize revenues and profits.

Employer: Meritain Health
Job Title: Benefits Specialist
Address: 400 Highway 169 S # 800
St.Louis Park, MN 55426 USA
Phone: 18776374824
Start Date:12/20/2007 **End Date:**09/20/2009 **Years of Experience:** 1.8

Reason for Leaving: [REDACTED]

Comments:

City of Minneapolis
APPLICANT PROFILE

JOB TITLE: Police Cadet-C
APPLICANT: Mohamed Noor

JOB OPENING ID:21487
RECRUITER: Heather Rende



Job Duties:

- Supported clients with claims research and corrected processed claims.
- Educated clients on benefit programs, including plan features, procedures, eligibility and premium information.
- Utilized DG and Eldorado claim management system to review and adjust claims.
- Assisted PPO providers with claim discrepancies and resolved any issues relating to payments.

Employer: ATT Wireless
Job Title: Business Receivables Rep
Address: 7900 Xerxes Ave S
Bloomington, MN 55431 USA
Phone: 18005327486
Start Date:06/20/2006 End Date:11/20/2007 Years of Experience: 1.4

Reason for Leaving: [Redacted]
Comments: [Redacted]
School [Redacted]

Job Duties:

- Assisted Business clients with invoices and resolved any bill discrepancies.
- Configured mobile devices to utilize Microsoft Exchange web services.

Education

Highest Education Level: G-Bachelor's Level Degree
The applicant did not provide education information.

Training

The applicant did not provide training course information.

Licenses/Certificates

The applicant did not provide license or certificate data.

Languages

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
Somali	High	Low	Low

Online Questionnaire

Question: 1. The Cadet program requires individuals to obtain their MN POST (Board Certification). Upon successful completion of the program, Cadets are expected to promote to Police Officer and make a two-year commitment with MPD as an Officer. Do you understand?

Answer - [Redacted]

City of Minneapolis
APPLICANT PROFILE

JOB TITLE: Police Cadet-C
APPLICANT: Mohamed Noor

JOB OPENING ID:21487
RECRUITER: Heather Rende

Yes

Question: 2. During your time in the Police Cadet program, you will be put through a rigorous physical fitness program and be expected to reach and maintain certain fitness goals in order to become a Police Officer. Do you understand?

Answer -

Question: 3. Will you be at least 18 years of age by January 1, 2015?

Answer -

Question: 4. Are you a citizen of the United States? (MN POST Rqmt.)

Answer -

Question: 5. Do you possess a valid drivers license from Minnesota or another state? (MN POST Rqmt.)

Answer -

Question: 6. Have you applied with MPD in the past 3 years and been disqualified during the Background process for intentional falsification or misrepresentation of information or material used for selection or employment purposes. (Civil Service 7.04)

Answer -

Question: 7. Have you ever been convicted of: a) A felony in this state or in any other state or federal jurisdiction, or b) An offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota? (MN POST Rqmt.)

Answer -

Question: 8. Have you ever been convicted of: a) Assault in the 5th degree, and or b) Domestic assault? (MN POST Rqmt.)

Answer -

Question: 9. Have you ever been convicted of any of these offenses: a) Mistreatment of residents patients, b) Abuse, neglect, financial exploitation of, failure to report maltreatment of, or disorderly conduct in regards to a vulnerable adult? (MN POST Rqmt.)

Answer -

City of Minneapolis
APPLICANT PROFILE

JOB TITLE: Police Cadet-C
APPLICANT: Mohamed Noor

JOB OPENING ID:21487
RECRUITER: Heather Rende

Question: 10. ave you ever been convicted of prostitution related prohibited acts? (MN POST Rqmt.)

Answer -

Question: 11. Have you ever been convicted of any of these offenses: a) Presenting false claims, b) Medical assistance fraud, or c) Theft? (MN POST Rqmt.)

Answer -

Question: 12. Have you ever been convicted of any state or federal narcotics or controlled substance law? (MN POST Rqmt.)

Answer -

Question: 13. Have you ever been convicted of any of the crimes listed in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota? (MN POST Rqmt.)

Answer -

Question: 14. Within the last 2 years, have you ever been dismissed from employment or resigned in lieu of discharge from public office for cause?

Answer -

Question: 15. Have you had any sworn experience where you worked as a licensed peace officer?

Answer -

No

Question: 16. There are currently 7 foreign languages that are prevalent in Minneapolis. Are you fluent in any of these?

Answer -

Somali

Resume Text:

References:

Rende, Heather

From: Mohamed Noor [REDACTED]
Sent: [REDACTED]
To: Rende, Heather
Subject: RE: 21487-Police Cadet-Position

Hi Heather,

It'll be easier to attach to the application. I wanted to expand on my education and add a job history I forgot to include.

EDUCATION

AUGSBURG COLLEGE-MINNEAPOLIS,MN
GRADUATED:2011 (BA)
MAJOR: COMBINED ECONOMICS AND BUSINESS ADMINISTRATION
MAJOR: MANAGEMENT
[REDACTED]

JOB HISTORY: (ADDITION)

RED ROOF, PLYMOUTH, MN
TITLE: FRONT DESK AGENT-PART TIME
DATES OF EMPLOYMENT: 12/2005-5/2011
REASON FOR LEAVING: [REDACTED]

Thank you so much Heather. If you need more information please let me know.

Kind regards,

Mohamed Noor.

From: Heather.Rende@minneapolismn.gov
To: [REDACTED]
Subject: RE: 21487-Police Cadet-Position
Date: [REDACTED]

Hello Mohamed,

Once you have submitted your application you cannot make changes. You have 2 options:

- I can delete your application and you would start over
- Or
- You can send the information to me in an email and I can staple that email to your application.

Let me know which way you would like to go.

Heather

From: Mohamed Noor [mailto:[REDACTED]]
Sent: [REDACTED]

To: Rende, Heather
Subject: 21487-Police Cadet-Position

Hello Heather,

I wanted to edit my education background for some reason I am unable to edit my application. Can you please help?

Position: 21487-Police Cadet-C (Amended)

Thanks,
Mohamed Noor.

> From: hris@ci.minneapolis.mn.us

> To: [REDACTED]

> Subject: Your online application has been successfully submitted

> Date: [REDACTED]

>

> (Please Note: This message was automatically generated. Please do not respond.)

>

> Dear Mohamed Noor,

>

> Thank you for expressing an interest in the following position(s) submitted on 2014-06-12:

>

> 21487-Police Cadet-C (Amended)

>

> Your application will be reviewed to determine qualifications as stated on the job posting. You will be sent a letter regarding your status in the selection process.

>

> Once again, thank you for your interest.

>

> City of Minneapolis

> Human Resource Department

ASSIGNMENT

SECTION

For: Noor, Mohamed

005159

Assignment History

Close Add Historical Assignment

Assignment(s) for: Mohamed Noor
Employee ID Number: 005159

Edit	Delete	Assignment	Assignment Type	StartDate	EndDate	Name Change
		Pct 2	Temporary	10/18/2015	12/12/2015	
		Pct 2	Temporary	12/13/2015	1/9/2016	
	Delete	Academy	Primary	3/23/2015	4/30/2016	
		Pct 3	Temporary	1/10/2016	4/30/2016	
Edit:		Pct 5	Primary	5/1/2016		

Rank History

Close

Rank History for: Mohamed Noor
 Employee ID Number: 005159

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Police Officer	10/20/2015		0		2015	36	Promotion
Edit	Delete	Police Recruit	9/6/2015	10/19/2015	0		2015	58	Promotion
Edit	Delete	Police Cadet	3/23/2015	9/5/2015	0		2015	999	Hire

TRAINING

SECTION

For: Noor, Mohamed

005159

Training Records

Training History for: Mohamed Noor

Employee Id: 005159

Total Continued Education Credits: 1268.0

Total Instructor Credits: 0.0

Add (Add training that are not associated with an existing Event/TimeSlot)

		Course	Start Date	End Date	Grade	Continued Education Credits	Instructor Credits	Make	Model	Serial #	Comment
Edit	Delete	2017 In-Service Training Program, Active Shooter, Super Bowl, Phase II, for Patrol	3/27/2017	3/27/2017	Not Applicable	10.00					
Edit	Delete	2017 In-Service Program, Super Bowl, Phase I, PATROL, 10 hours	1/30/2017	1/30/2017	Not Applicable	10.00					
Edit	Delete	2017 Annual Semi-Automatic Handgun, Shotgun Qualification and Gas Mask Fit Testing, Jan- Feb	1/26/2017	1/26/2017	PASS	1.00					
Edit	Delete	2016 Procedural Justice, Module 3, October - December, various dates	11/28/2016	11/29/2016	Not Applicable	7.00					
Edit	Delete	2016 Shotgun and Defensive Tactics In-Service Training Program, September, various dates	9/20/2016	9/20/2016	Not Applicable	8.00					
Edit	Delete	2016 Procedural Justice, Module 2, Various dates, May - July, 2016	7/19/2016	7/19/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	5/13/2016	5/13/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	5/12/2016	5/12/2016	Not Applicable	8.00					

Edit	Delete	2016 CIT Training Program, Multiple Dates	5/11/2016	5/11/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	5/10/2016	5/10/2016	Not Applicable	8.00					
Edit	Delete	2016 CIT Training Program, Multiple Dates	5/9/2016	5/9/2016	Not Applicable	8.00					
Edit	Delete	2016 Procedural Justice, Module 1	3/10/2016	3/10/2016	Not Applicable	7.00					
Edit	Delete	2016 Annual Semi-Automatic Handgun Qualification and Gas Mask Fit Testing	1/14/2016	1/14/2016	PASS	1.00					
Edit	Delete	2015 NARK II-Progressive System of Drug Identification Basic Skills Course	9/29/2015	9/29/2015	Not Applicable	0.00					
Edit	Delete	2015 FEMA: IS-00700.a National Incident Management System - An Introduction	9/13/2015	9/13/2015	PASS	0.00					
Edit	Delete	2015 FEMA: IS-00800.b National Response Framework - An Introduction	9/13/2015	9/13/2015	PASS	0.00					
Edit	Delete	2015 DVS Security & Confidentiality of Data and Records Elearning Module for Law Enforcement (var)	9/12/2015	9/12/2015	PASS	0.00					
Edit	Delete	2015 FEMA: IS-00100.leb Introduction to Incident Command System	9/12/2015	9/12/2015	PASS	0.00					
Edit	Delete	2015 FEMA: IS-00200.b ICS for Single Resources and Initial Action Incident	9/12/2015	9/12/2015	PASS	0.00					
		2015 Taser X2/X26									Taken as

		Conducted Electrical Weapon User Certification (Jul 10)	7/10/2015	7/10/2015	PASS	0.00					part of 2015 Cadet Academy (#1) Training.
Edit	Delete										
		2015 Cadet Academy (#1) (Mar 23- Oct 22)	3/23/2015	10/22/2015	Not Applicable	1176.00					
Edit	Delete										