

\*Indicates required info

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

Filed By CM  
Date 10-6-15

### Employee Job Change Form

*Employee ID Number:	007162	*Employee Name:	Tou Thao
*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 10/02/15	
*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):	
<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		4	5	31,221	32,782

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	

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

<b>Requires SEI (Statement of Economic Interest)</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

*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

City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C  
APPLICANT: Tou Thao

JOB OPENING ID:19849  
RECRUITER: Irene Ghatt

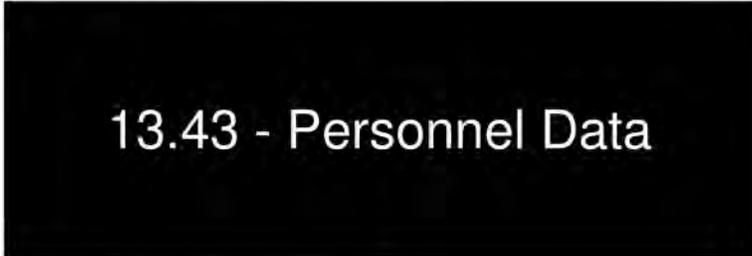
JOB OPENING DATA

Job Opening ID: 19849  
Job Opening Status: 010 Open  
Position Number: 00003496 Community Service Officer-C PT  
Job Code: 02350C Community Service Officer-C  
Department: MPLS400 Police Department  
Location: C4000 Police  
Hiring Manager: Scott Robert Gerlicher

APPLICANT DATA

Applicant ID: 13.43  
Applicant JO Status: External Applicant  
Check Further Status: No  
Preferred Contact: Not Specified

Address:



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

13.43 - Personnel Data

Nepotism Declaration:

RECRUITMENT DATA

Disposition Status:  
Referral Source:  
Referral SubSource:  
Referral Details:  
Total Screening Points:  
Application Date:



APPLICATION DATA

Previous City Employment: No  
Can Contact Current Employer: 13.43

Employer: Whelan Security  
Job Title: Security Guard  
Address: 1700 West Highway 36  
Suite 225  
Roseville, MN 55113 USA  
Phone: 651 6284010  
Start Date:02/11/2007 End Date: Years of Experience: 0.1

Reason for Leaving: 13.43 - Personnel Data  
Comments:  
Presently still working there.

City of Minneapolis

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849

APPLICANT: Tou Thao

RECRUITER: Irene Ghatt

Job Duties:

**Employer:** Cub Foods  
**Job Title:** Stocker  
**Address:** 5301 36th Ave N  
Crystal, MN 55422 USA  
**Phone:** 763 2879996  
**Start Date:**09/01/2004 **End Date:**02/09/2007 **Years of Experience:** 2.4

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

Job Duties:

**Employer:** McDonald's  
**Job Title:** Crew Trainer  
**Address:** 244 57th Ave NE  
Fridley, MN 55432 USA  
**Phone:** 763 2879996  
**Start Date:**01/02/2000 **End Date:**09/01/2004 **Years of Experience:** 4.7

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

Job Duties:

Education

Highest Education Level: D-Some College

**Degree:** Associate of Science  
**Graduated:** No  
**Graduation Date:**  
**Major:** Law Enforcement  
**School:** North Hennepin Community Colge  
**Average Grade:**

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>
Hmong	High	Low	Low

Report ID: MHRS003

Page No. 630  
Run Date:03/31/2007  
Run Time:11:51:14

City of Minneapolis

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849

APPLICANT: Tou Thao

RECRUITER: Irene Ghatt

Online Questionnaire

There are no Questions for this Job Opening.

Resume Text:

Title: Tou Thao's resume Community Service Officer opening

Resume:

Tou Thao

13.43

13.43 - Personnel Data

13.43 - Personnel Data

Education

¿ Fridley High School (Class of 2004)

¿ Currently attending North Hennepin Community College

Major: Law Enforcement Expected Gradation: Fall 2008

Job History

¿ Security Guard, 02/2007 to Present

Whelan Security

1700 West Highway 36 Suite 225

Roseville, MN 55113

(651) 628-4010

o Patrol parking lot and direct traffic at all three Boston Scientific locations.

o Insure safety and security of employees.

o Respond to emergence situations.

¿ Stocker, 09/2004 to 02/2007

Cub Foods

5301 36th Ave N

Crystal, MN 55422

(763) 287-9996

o Stock and maintain product

o Operate forklift

o Help provide costumer services.

¿ Crew Trainer, 01/2000 to 09/2004

McDonald's

244 57th Ave NE

Fridley, MN 55432

City of Minneapolis

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849

APPLICANT: Tou Thao

RECRUITER: Irene Ghatt

(763) 572-0751

- o Train and supervise other crew members.
- o Maintain and assemble product.

Other Skills

¿

13.43 - Personnel Data

¿

¿

¿ 7+years of costumer service experience

¿

13.43 - Personnel Data

References

Name:

Ref Type:

Title:

Employer:

13.43 - Personnel Data

Name:

Ref Type:

Title:

Employer:



**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 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: TOU THAO  
(please print)

SIGNED: 

BADGE/EMPLOYEE #: 007162

DATE: 2/4/2008

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



Filed By CM  
Date 2-24-14

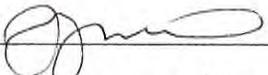
**ACKNOWLEDGMENT**  
**OF** 047  
**Special Order S13-XXX**

**Regarding Non-Public Data**

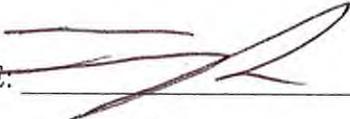
By signing this Acknowledgment\* I certify that I have read Special Order S13-~~046~~ <sup>047</sup> and reviewed the specific Policy and Procedures listed in the Order. I further acknowledge that I am required to protect data in accordance with state and federal law and MPD policy and that the failure 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: TOU THAO  
(please print)

EMPLOYEE SIGNATURE  Date: 12/10/13

BADGE/IDENTIFICATION NUMBER: 7162

SUPERVISOR'S NAME AND SIGNATURE:  Date: 12-24-13

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.

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

13.43 - Personnel Data

**HIRE FORM**

HIRE DATE (Start Date) 1-17-2012 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 TOU Middle Name -NMN- Last Name THAO  
 Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Social Security Number \_\_\_\_\_

13.43 - Personnel Data

Apartment Number 13.43 Street Address 13.43 - Personnel Data  
 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 007162 Is this a Permanent Hire?  Yes  No If temporary, indicate expected Job end date: \_\_\_\_\_ Position Number: 00000694

Department Code 4000000 Location Code C4000 Establishment ID MPL Job Code 08170C Job Title POLICE OFFICER-C

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)  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 \$ 25.31

**JOB EARNINGS DISTRIBUTION**

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

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

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

Approved by: \_\_\_\_\_ Date \_\_\_\_\_ Entered in HRIS By \_\_\_\_\_ Date \_\_\_\_\_

**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.

The following data which the City of Minneapolis collects on you as an employee is "Public":

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.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

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 007162		Employee Name TOU THAO		Hire Date (Start Date) 1-17-2012	
MAILING ADDRESS (If different from home address (Optional)) Panel: Workforce Administration/Personal Information/Modify a Person /Contact Information					
Street Address		Apt #	City	State	Zip
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	
EMERGENCY CONTACT - PRIMARY Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact					
Contact Name (Last Name, First Name)		Relationship to Employee		Same address & phone number as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13.43 - Personnel Data		13.43 - Personnel Data		13.43 - Personnel Data	
Street Address		Apt #	City	State	Zip
13.43 - Personnel Data		13.43 - Personnel Data		13.43 - Personnel Data	
Phone Numbers (Indicate Type such as Cell, FAX, Business, etc.)		Home Phone 13.43 - Personnel Data		Area Code 13.43 - Personnel Data	
Other Phone Type:		Area Code		Phone Number 13.43 - Personnel Data	
EMERGENCY CONTACT - ADDITIONAL (Optional) Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact					
Contact Name		Relationship to Employee		Same address & phone number as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address		Apt #	City	State	Zip
Phone Numbers		Home Phone		Area Code	
Other Phone: Type:		Area Code		Phone Number	
DRIVER'S LICENSE INFORMATION Panel: Workforce Administration/ Personal Information/ Biographical/Driver's License Data					
Driver's License Number 13.43 - Personnel Data		Type of License 13.43 - Personnel Data		Expiration Date 13.43 - Personnel Data	
ENTERED IN HRIS BY		Endorsements 13.43		State Where Issued 13.43	
		DATE ENTERED:		PHONE:	

Distribution: Original: Department Personnel File Copy: Employee

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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.

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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.

The following data which the City of Minneapolis collects on you as an employee is "Public":

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.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

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  
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(612) 673-3982**

Last Updated: February 28, 2011

\*Indicates required info

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

Filed By CM  
Date 11-13-12

### Employee Job Change Form

*Employee ID Number:	007162	*Employee Name:	Thao, Tou
*Effective date of Action:	09/23/12	*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:	4000
		Company Code:	MPL (City and MBC)
*Job Code/Job Title:	08170C Police Officer-C		
Position Number (if applicable):			

<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

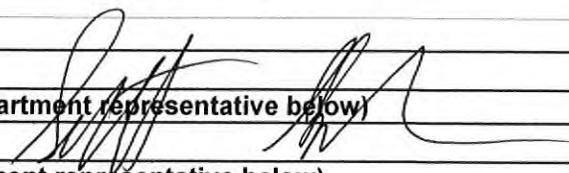
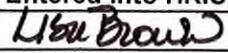
Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO		1	2	25.691	26.975

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

Requires SEI (Statement of Economic Interest)  No  Yes

*Submitted By (type or print name below)	*Date - enter below
See attached information	
*Approved By (Signature of authorized department representative below)	*Date - enter below
	11-13-12
*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)	*Date - enter below
	11-14-12

## EMPLOYEE JOB CHANGE FORM

Employee ID Number <b>007162</b>		Employee Name <b>Thao, Tou</b>					
Effective Date of Action <b>1-12-09</b>		Action Code <b>Data Change</b>	Action Reason Code <b>FPI</b>				
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 <b>4000000</b>		Location Code <b>04000</b>	Company Code <b>MPL</b>				
Job Code: <b>023500</b>		Position Number (if applicable) <b>1159</b>	Business Unit: <input checked="" type="checkbox"/> MPLMN <input type="checkbox"/> OTHER				
Job Title <b>Community Service Officer</b>							
<b>REGULAR/TEMPORARY/SEASONAL STATUS</b>							
<input checked="" type="checkbox"/> Regular (Permanent) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal							
<b>HOURS STATUS</b>							
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Intermittent							
Hours per week: _____		Approximate hours per week: _____					
<b>EMPL-CLASS</b>		<b>REQUIRES SEI (Statement of Economic Interest)</b>					
<input checked="" type="checkbox"/> Certified (Civil Service)		<input type="checkbox"/> No <input type="checkbox"/> Yes					
<input type="checkbox"/> Appointed							
<input type="checkbox"/> Elected							
<input type="checkbox"/> Uncertified Other							
<input type="checkbox"/> Ancillary							
<b>CLASSIFIED INDICATOR</b>							
<input checked="" type="checkbox"/> Classified (City & Park)		<input type="checkbox"/> Unclassified					
<input type="checkbox"/> Detail		<input type="checkbox"/> Grant Employee					
<input type="checkbox"/> Permit		<input type="checkbox"/> Temporary					
<input type="checkbox"/> Concurrent Job							
<input type="checkbox"/> Legislative Appointment							
<input type="checkbox"/> Political Appointment							
Pay Group (If Detail Use same Pay Group as regular job) <b>PDE</b>	Standard Hours per Week (If Detail or Intermittent use 0 (zero) hours) <b>40</b>	Salary Plan <b>CAF</b>	Salary Grade <b>030</b>				
Current Salary Step <b>1</b>	New Salary Step <b>1</b>	Current Compensation Rate <b>\$ 14.38</b>	New Compensation Rate <b>\$ 14.38</b>				
<b>JOB EARNINGS DISTRIBUTION</b>							
Percent	Earn Code	Fund	Department	Task	Project	Combo Code	Activity
<b>100</b>	<b>REG</b>	<b>00100</b>	<b>4004140</b>				
	<b>REG</b>						
Length of Probation <input checked="" type="checkbox"/> None <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Month <input type="checkbox"/> 12 Month <input type="checkbox"/> Other							
Probation End Date:	Date Last Worked	Current Union Code <b>CAF</b>	New Union Code (If detail, enter Union Code for regular job) <b>CAF</b>	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 Mahuish Date: 1-13-09  
 (Signature of authorized department representative)

If Transfer: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of accepting department representative)

If Transfer or Voluntary Demotion: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Employee Signature)

Entered into HRIS by: Sennetta Pignior Date: 1-13-09

\*Indicates required info

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

Filed By YML  
Date 11/17/16

### Employee Job Change Form

*Employee ID Number:	007162	*Employee Name:	Thao, Tou
*Effective date of Action:	10/02/16	*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): 00000694

<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 (if Detail use postive pay group for all records):</b>	<b>STANDARD HOURS PER WEEK (use 0 for details or intermittent):</b>
PDP Police Dept Positive Employee	40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	5	6	32.782	34.421

JOB EARNINGS DISTRIBUTION (Combo Code)						
Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100	4002300	-	-	-
	REG			-	Factor 3+ years	layoff
	REG			Promoted 09/08/2009	plus 3.5 months	worked

<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	<input type="checkbox"/> Exempt <input type="checkbox"/> Medicare Only <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
*If Transfer (Signature of accepting department representative below)	*Date - enter below
*If Transfer or Voluntary Demontion (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 *11-7-13*

### Employee Job Change Form

*Employee ID Number:	007162	*Employee Name:	Thao, Tou
*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, indicate expected end date:	St Entry Date 10/02/13
*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):	
<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		2	3	26.975	28.324

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

Requires SEI (Statement of Economic Interest)  No  Yes

*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

City of Minneapolis

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849

APPLICANT: Tou Thao

RECRUITER: Irene Ghatt

JOB OPENING DATA

Job Opening ID: 19849
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: 13.43
Applicant JO Status: External Applicant
Check Further Status: No
Preferred Contact: Not Specified

Address:

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

Nepotism Declaration:

13.43 - Personnel Data

RECRUITMENT DATA

Disposition Status: 090 Hired / 100 - Hired
Referral Source:
Referral SubSource:
Referral Details:
Total Screening Points:
Application Date:

13.43 - Personnel Data

APPLICATION DATA

Previous City Employment: No
Can Contact Current Employer:

13.43

Employer: Whelan Security
Job Title: Security Guard
Address: 1700 West Highway 36 Suite 225 Roseville, MN 55113 USA
Phone: 651 6284010

Start Date:02/11/2007 End Date: Years of Experience: 1.0

Reason for Leaving: 13.43 - Personnel Data
Comments:
Presently still working there.

Report ID: MHRS003

Page No. 1
Run Date:02/11/2008
Run Time:08:47:25

City of Minneapolis

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849

APPLICANT: Tou Thao

RECRUITER: Irene Ghatt

Job Duties:

**Employer:** Cub Foods  
**Job Title:** Stocker  
**Address:** 5301 36th Ave N  
Crystal, MN 55422 USA  
**Phone:** 763 2879996  
**Start Date:**09/01/2004 **End Date:**02/09/2007 **Years of Experience:** 2.4

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

Job Duties:

**Employer:** McDonald's  
**Job Title:** Crew Trainer  
**Address:** 244 57th Ave NE  
Fridley, MN 55432 USA  
**Phone:** 763 2879996  
**Start Date:**01/02/2000 **End Date:**09/01/2004 **Years of Experience:** 4.7

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

Job Duties:

Education

Highest Education Level: D-Some College

**Degree:** Associate  
**Graduated:** No  
**Graduation Date:**  
**Major:** Law Enforcement  
**School:** North Hennepin Community Colge  
**Average Grade:**

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>
Hmong	High	Low	Low

Report ID: MHRS003

Page No. 2  
Run Date:02/11/2008  
Run Time:08:47:25

City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C  
APPLICANT: Tou Thao

JOB OPENING ID:19849  
RECRUITER: Irene Ghatt

Online Questionnaire

There are no Questions for this Job Opening.

Resume Text:

Title: Tou Thao's resume Community Service Officer opening  
Resume:  
Tou Thao

13.43

13.43 - Personnel Data

13.43 - Personnel Data

Education

¿ Fridley High School (Class of 2004)  
¿ Currently attending North Hennepin Community College  
Major: Law Enforcement Expected Gradation: Fall 2008

Job History

¿ Security Guard, 02/2007 to Present  
Whelan Security  
1700 West Highway 36 Suite 225  
Roseville, MN 55113  
(651) 628-4010  
o Patrol parking lot and direct traffic at all three Boston Scientific locations.  
o Insure safety and security of employees.  
o Respond to emergence situations.

¿ Stocker, 09/2004 to 02/2007  
Cub Foods  
5301 36th Ave N  
Crystal, MN 55422  
(763) 287-9996  
o Stock and maintain product  
o Operate forklift  
o Help provide costumer services.

¿ Crew Trainer, 01/2000 to 09/2004  
McDonald's  
244 57th Ave NE  
Fridley, MN 55432

Report ID: MHRS003

Page No. 3  
Run Date:02/11/2008  
Run Time:08:47:25

City of Minneapolis  
APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849

APPLICANT: Tou Thao

RECRUITER: Irene Ghatt

(763) 572-0751

- o Train and supervise other crew members.
- o Maintain and assemble product.

Other Skills

¿  
¿

**13.43 - Personnel Data**

- ¿ Speak fluent Hmong
- ¿ 7+years of costumer service experience

¿

**13.43 - Personnel Data**

References

Name:  
Ref Type:  
Title:  
Employer:

**13.43 - Personnel Data**

Name:  
Ref Type:  
Title:  
Employer:

**Rank History**

Close

Rank History for: Tou Thao  
Employee ID Number: 007162

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Police Officer	1/17/2012		0	1/17/2012	2012		
Edit	Delete	Police Officer	12/20/2009	12/23/2009	0	9/8/2009	2009		
Edit	Delete	Police Recruit	9/8/2009	12/19/2009	0	9/8/2009	2009	13.43	
Edit	Delete	Community Service Officer	2/4/2008	9/7/2009	0	2/4/2008	2008		

Unit Assignment History

Close

Add Historical Assignment

Assignment(s) for: Tou Thao  
Employee ID Number: 007162

Edit	Delete	Unit Assignment	Assignment Type	StartDate	EndDate	Name Change
		CSO Program	Primary	2/4/2008	9/7/2009	
		Academy	Primary	9/8/2009	12/22/2009	
		No assignment	Primary	12/23/2009	1/16/2012	
		Pct 3	Temporary	2/12/2012	4/3/2012	
		Pct 4	Temporary	4/8/2012	7/28/2012	
		In-Seq	Primary	1/17/2012	9/8/2012	
		Pct 1	Temporary	7/29/2012	9/8/2012	
		Pct 3	Primary	9/9/2012	1/12/2013	
		Pct 3	Primary	1/13/2013	1/7/2017	
Edit		Pct 3	Primary	1/9/2017		



**Minneapolis**  
City of Lakes

Filed By KSM  
Date 3/14/12

**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 Tou THAO Employee Number 007162  
(Printed)

Signature [Signature] Date 1-17-2012  
(Acknowledging Receipt)



[www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)  
Affirmative Action Employer

**POLICE COMMUNITY SERVICE OFFICER (CSO) LOAN AGREEMENT**

THIS AGREEMENT, entered into this 4 day of Feb, 2008, by and between the City of Minneapolis (hereinafter called the "City") and Tou Thao (hereinafter called Community Service Officer (CSO)).

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; and

WHEREAS, the City is willing to assist people to become POST Board certified and to become police officers in the Minneapolis Police Department by assisting them in developing skills to become police officers, while they are performing CSO duties and providing education and training to interested and qualified candidates; and

WHEREAS, the City is willing to provide tuition to candidates for CSO for the costs of the education and training if the candidates, after being hired as Minneapolis CSO remain with the City for the duration of the CSO program and as police officers for an additional two years; and

WHEREAS, if the candidate for CSO fails to complete two full years of service with the City as a police officer after being successfully educated and trained through the CSO program, the candidate shall be required to reimburse the City for some or all tuition as provided herein.

NOW, THEREFORE, the parties hereto 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 \$7,600.00.
2. The City agrees to lend up to \$7,600.00 to the CSO to cover the costs of tuition. The CSO agrees to borrow up to \$7,600.00 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 completes, the \$7,600.00 loan shall be reduced by \$317.00. For CSOs requiring less than one year of POST training and education, the repayment loan shall reflect the actual tuition amount, but not lower than \$3,000. For CSOs hired with their 2-year law enforcement degree, a separate Loan Agreement is required. At the end of the two full years of service as a Minneapolis Police Officer, the entire \$7,600.00 loan (or actual loan amount) shall be considered satisfied and paid in full. However, if the CSO leaves the Minneapolis Police Department prior to serving two full years as a police officer, the CSO shall immediately pay to the City the entire balance owing on the loan.
4. Any police CSO or police officer who is involuntarily terminated from the program or from employment shall be excused from repayment of any outstanding loan balance.
5. CSO agrees that as soon as the Police Community Service Officer program has been completed they will complete the testing process required for the position of police officer and advance to the position of police officer for the City at the next available opportunity. CSO agrees that they will continue with the City in the capacity of CSO from the completion of the CSO program until they begin employment as a police officer recruit.

2/04/, 2008

[Signature]  
Police Community Service Officer (CSO)

CITY OF MINNEAPOLIS

[Signature]  
Pre-Service Training Lieutenant

[Signature]  
CSO Sergeant



ICSM  
3/14/12

## 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: TOU THAO  
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: 007162

DATE: 1-17-2012

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

Filed By KSM  
Date 3/14/12

## Electronic Communication Policy Employee Acknowledgement

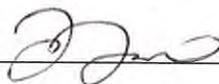
**I have received an electronic or paper copy of,  
or reviewed the CityTalk version of**

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 

Employee # 007162

Date 1-17-2012

\*Indicates required info

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

Filed By CM  
Date 11-25-14

### Employee Job Change Form

*Employee ID Number:	007162	*Employee Name:	Thao, Tou	
*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, indicate expected end date:		
*Is this a Detail?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	St. Ent. Date 10/02/14		
*Is this a Concurrent Job?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
*Dept Code:		Location Code:	4000	Company Code:
*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		3	4	28.89	30.335

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	

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

<b>Requires SEI (Statement of Economic Interest)</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
--	--

*Submitted By (type or print name below)	*Date - enter below
*Approved By (Signature of authorized department representative below)	*Date - enter below
<i>Justin J. King</i>	10/15/14
*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>Usa Bred</i>	10/15/14

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

**HIRE FORM**

HIRE DATE (Start Date) 2/4/2008	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 TOU	Middle Name NMN	Last Name THAO
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**

Ethnic Group	Veteran	I-9 Verification Document(s)
--------------	---------	------------------------------

**13.43 - Personnel Data**

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

Employee ID 007162	Is this a Permanent Hire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If temporary, indicate expected Job end date N/A	
Position Number 00003496	Department MPIS400	Location LHO 0	Establishment ID MPL
Job Code 02350 C	Job Title Community service officer - C		

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

Hours Status  
 Full Time       Part Time       Intermittent

Officer Code  
 Non-Sworn  
 Sworn (Fire & Police only)

Empl Class  
 Certified (Civil Service)       Appointed  
 Uncertified Other       Charter Department Head  
 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 <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
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Pay Group PDP	Salary Plan CAF	Salary Grade 030	Salary Step 4	Compensation Rate \$ 14.0644
------------------	--------------------	---------------------	------------------	---------------------------------

JOB EARNINGS DISTRIBUTION								
Percent	Earn Code	Fund	Agency	Org	Sub Org	Activity	Report Category	Job / Project
	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 Allowances	State Status	State Withholding Allowances
----------------------------	------------	----------------------------	--------------	------------------------------

Approved by:	Date	Entered in HRIS By	Date
--------------	------	--------------------	------

**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.

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.

The following data which the City of Minneapolis collects on you as an employee is "Public":

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.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

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

**Human Resources Department**  
**Public Service Center**  
**250 South Fourth Street - Suite 100**  
**Minneapolis, Minnesota 55415-1339**  
**(612) 673-2282**

Revised June 2006

## Hire Form - Part 2 (Supplemental Information)

Employee ID or Social Security Number <b>007162</b>		Employee Name <b>TOU THAO</b>		Hire Date (Start Date) <b>2/4/2008</b>	
MAILING ADDRESS (If different from home address (Optional)) Panel: Workforce Administration/Personal Information/Modify a Person /Contact Information					
Street Address		Apt #	City	State	Zip
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	
EMERGENCY CONTACT - PRIMARY Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact					
Contact Name (Last Name, First Name)		Relationship to Employee		Same address & phone number as Employee?	
<b>13.43 - Personnel Data</b>		<b>13.43 - Personnel Data</b>		<b>13.43 - Personnel Data</b>	
Street Address		Apt #	City	State	Zip
Phone Numbers (Indicate Type such as Cell, FAX, Business, etc.)		Home Phone <b>13.43 - Personnel Data</b>		Area Code Phone Number	
		Other Phone Type:		Area Code Phone Number	
EMERGENCY CONTACT - ADDITIONAL (Optional) Panel: Workforce Administration/Personal Information/Personal Relationships/Emergency Contact					
Contact Name		Relationship to Employee		Same address & phone number as Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address		Apt #	City	State	Zip
Phone Numbers		Home Phone		Area Code Phone Number	
		Other Phone: Type:		Area Code Phone Number	
DRIVER'S LICENSE INFORMATION Panel: Workforce Administration/ Personal Information/ Biographical/Driver's License Data					
Driver's License Number <b>13.43 - Personnel Data</b>		Type of License <b>13.43 - Personnel Data</b>		State Where Issued <b>13.43</b>	Expiration Date <b>13.43</b>
ENTERED IN HRIS BY				DATE ENTERED:	PHONE:

Distribution: Original - Central Human Resources (Room 100 Public Service Center)    Copies: Employee and Department Personnel File

Revised July 2006

**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.

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.

The following data which the City of Minneapolis collects on you as an employee is "Public":

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.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

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

**Human Resources Department**  
**Public Service Center**  
**250 South Fourth Street - Suite 100**  
**Minneapolis, Minnesota 55415-1339**  
**(612) 673-2282**

Revised June 2006



## Grade Policy for Minneapolis Police Community Service Officer Program

I Tou THAO have read and understand the following:  
CSO's Printed Name

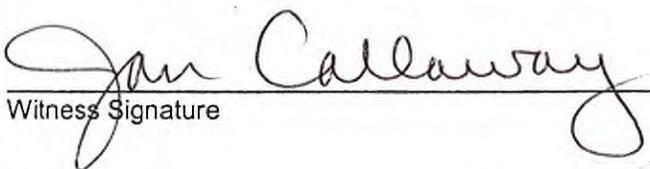
The Minneapolis Community College policy on grades as stated within the Minneapolis Community College catalog, which reads as follows:

*Students who are admitted to the Law Enforcement Program will participate in a 10-course, 38 credit curriculum that introduces them to law enforcement theories and techniques. The law enforcement courses help students develop the academic and technical skills needed to assume entry-level positions as urban peace officers. The law enforcement courses are conducted at MCC's Energy Park campus in St. Paul. Students must earn a minimum of a "C" grade in each of the professional courses.*

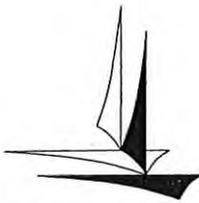
The Minneapolis Police Department also requires that police CSOs earn a minimum of a "C" grade, 2.0 GPA, in each of the professional courses. Failure to do so will result in termination from employment with the Minneapolis Police Department.

  
Community Service Officer Signature

02/04/2008  
Date

  
Witness Signature

2/5/08  
Date



**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**

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 TOU THAO Employee Number 007162  
(Printed)

Signature  Date 02/04/2008  
(Acknowledging Receipt)



Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts	Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts
----------	-------	---------------	-------	---------------	------------	---------	----------	-------	---------------	-------	---------------	------------	---------

Anoka-Ramsey Community College, Accepted term: Summer 2005  
UNDG SEMESTER Credits Accepted in Transfer: 0.00

\*\*\*\* North Hennepin Community College \*\*\*\*

Summer 2005  
Special

13.43 - Personnel Data

13.43 - Personnel Data

Fall 2005

Major: Law Enforcement  
Freshman

SOC 1720 Police & Commun

SOC 1110 Introduction to Sociology

> MATH 0902 Interm Algebra

ENGL 1111 Fresh Engl I

13.43 - Personnel Data

13.43 - Personnel Data

Spring 2006

SPCH 1110 Prin Intpr Comm

SOC 1730 Juvenile Just

GEOG 1010 Physical Geog

ENGL 1112 Fresh Engl II

13.43 - Personnel Data

13.43 - Personnel Data

Fall 2006

Sophomore

SOC 1750 Famil in Crisis

SOC 1710 Int Crim Justic

PSYC 1165 Psychology of Adjustment

PHIL 1020 Ethics

ENGL 1111 Fresh Engl I

13.43 - Personnel Data

13.43 - Personnel Data

Spring 2007

SOC 2210 Minority Groups

SOC 1110 Introduction to Sociology

HIST 1110 Hist of West Civ Pre 1550

ENGL 1111 Fresh Engl I

13.43 - Personnel Data

13.43 - Personnel Data

\*\*\* END OF ACADEMIC TRANSCRIPT \*\*\*

*Tou Skulsky*  
Director of Admissions and Registration



## NORTH HENNEPIN COMMUNITY COLLEGE

### Authenticity

This transcript is official only if it bears the raised seal of North Hennepin Community College and the signature of the Director of Admissions/Registration.

### Release of Information

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, release of this record or disclosure of its contents to any other party without the written consent of the student is prohibited.

### Accreditation

North Hennepin Community College is a member of the Minnesota State Colleges and Universities system and is accredited by the North Central Association of Colleges and Secondary Schools. Many specialized programs also have professional accreditation.

### Institutional History

North Hennepin State Junior College was established in 1966. In 1973 North Hennepin State Junior College changed its name to North Hennepin Community College.

North Hennepin Community College is a part of the Minnesota State Colleges and Universities system and is located in Brooklyn Park, MN.

### Credits

Credits are recorded in quarter hours through Summer Session II 1998. Beginning Fall Semester 1998, credits are recorded in semester hours.

### Course Numbering System

Quarter courses numbered below 100 and semester courses numbered below 1000 are developmental and not applicable to any degree or award (*note > symbol*). Courses offered via consortium agreement with other institutions have the designation CC 1000.

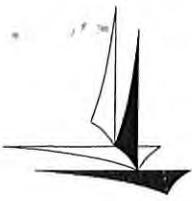
### Grades and Symbols

A	Excellent
AU	Audit
B	Above average
C	Average
D	Below average
F	Failure
HA/B	Denotes course taken for honors credit
I	Incomplete
N	No credit ( <i>no longer used as of Summer 1992</i> )
NC	No credit
P	Pass
S	Satisfactory ( <i>no longer used as of Spring 1999</i> )
U	Unsatisfactory ( <i>no longer used as of Spring 1972</i> )
R	Repeat ( <i>credits of corresponding course are noted in parentheses</i> )
V	Audit ( <i>no longer used as of Fall 1998</i> )
W	Withdrawal
Z	Grade not submitted ( <i>course may be in progress</i> )
>	Not applicable to degree

### Awards Granted

Associate in Arts  
Associate in Applied Science  
Associate in Science  
Occupational Certificate

7411 85<sup>th</sup> AVE N    BROOKLYN PARK, MN    55445    763-424-0719    1-800-818-0395    FAX 763-493-0563    TTY 763-424-0949



December 9, 2009

**Minneapolis**  
*City of Lakes*

Officer Tou Thao  
Minneapolis Police Department  
350 South 5<sup>th</sup> Street, Room 130  
Minneapolis, MN 55415

**Subject: Layoff Notice**

Dear Officer Thao:

The government of the State of Minnesota has proposed significant cuts in Local Government Aid (LGA) to Minneapolis through the end of 2009, with additional cuts impacting the 2010 budget. A large portion of the Police Department budget is funded through Local Government Aid from the State of Minnesota. As a result, the Police Department has been asked to formally address approximately \$13 million in budget reductions for 2009 and 2010 to accommodate our share of these state cuts.

There is no way to cut this amount of money from the budget without reducing the number of officers working for the Police Department. Unfortunately, we are in the position of being forced to let go of valued employees. To minimize the impact of these cuts, the Police Department will be implementing our budget plans immediately.

This letter is to advise you that your last day of work will be December 22, 2009, and that the Police Officer position you currently hold will be eliminated effective December 23, 2009. Your name will be placed on a layoff list, which has a three-year time limit for recall.

Pursuant to the terms of the current collective bargaining agreement between the City of Minneapolis and The Minneapolis Police Federation, you are being given 14 days notice of the elimination of your position. You will be fully employed until the date indicated above. Your rights, including the continuation of health benefits for a prescribed period of time, any displacement rights contained in your collective bargaining agreement or the civil service rules, and all other reemployment rights contained in either of those documents will be provided to you over the next few days. If you have questions regarding your pension status or deferred compensation account, please contact the applicable organization directly. The phone numbers for the appropriate agencies are provided to you with your layoff packet. Please review the information in your layoff packet and feel free to ask any questions. Also, remember to keep your current contact information updated with the Police Department and the City's Human Resources Department. The Police Department contact person is Bryan Seboe (612-673-2792).

I want you to know that the decision to eliminate your position is required by the need for downsizing in the City and is not reflective of your job performance or your value to the citizens of Minneapolis. We have incredibly competent and hardworking employees; none of us wants to see our folks lose their jobs, unfortunately, it cannot be avoided. We greatly appreciate your service to the City of Minneapolis and look forward to the day when we can welcome you back into the Police Department.

**NOTICE TO VETERANS**

If you are a veteran, under the Veterans Preference Act, you have certain due process rights, including the right to appeal to the state district court in Minnesota for a writ of mandamus compelling reinstatement and back pay if you believe the reduction in force that led to the change in your employment status was not done in good faith. You must appeal to the district court in Minnesota within 60 days of the date your employment status actually changed. You do not have the right to petition the City of Minneapolis Civil Service Commission for a hearing regarding the reduction in force that led to the change in your employment status.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Dolan". The signature is fluid and cursive, with a large initial "T" and "D".

Tim Dolan  
Police Chief  
Minneapolis Police Department



**Minneapolis**  
City of Lakes

Filed By KSM  
Date 3/14/12

**Department of Human Resources**

250 South 4th Street - Room 100

Minneapolis MN 55415-1384

Office 612-673-2282

Fax 612-673-2508

Job Hotline 612-673-2489

TTY 612-673-2157

December 9, 2011

Tou Thao

**13.43 - Personnel Data**

Subject: *Recall from Layoff Notification*

Dear Mr. Thao:

The purpose of this letter is to confirm our telephone conversation on December 7, 2011.

The Minneapolis Police Department currently has vacancies for the position of Police Officer. As a person on the Police Officer layoff list, you were verbally offered the opportunity to exercise your recall rights per Civil Service Rule 12.04 (Re-employment of Laid Off Employee). You verbally accepted the offer of re-employment. It was explained to you that your recall is contingent upon successfully completing and passing a Background investigation and a medical exam. If and when you complete both contingencies, your re-employment date will be:

**DATE:** Tuesday, January 17, 2012.  
**LOCATION:** Special Operations Center (SOC)  
4119 Dupont Avenue North  
Minneapolis, MN 55412  
**TIME:** 0800 Hours

If you have any questions, please contact me at (612) 673-2792.

Sincerely,

Bryan Seboe  
Human Resources Generalist  
Minneapolis Police Department

Cc: John Delmonico, Police Officer's Federation of Minneapolis  
Deb Krueger, Human Resources  
Personnel File

\*Indicates required info

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

Filed By KSM  
Date 3/14/12

### Employee Job Change Form

\*Employee ID Number: 007162 \*Employee Name: **TOU THAO**

\*Effective date of Action: 01/17/12 \*Action/Reasons: Recall from Suspension/Layoff From Lay-Off

\*Are these changes permanent?  Yes  No  
 \*Is this a Detail?  Yes  No  
 \*Is this a Concurrent Job?  Yes  No

\*Dept Code: Police Department - 4000000 \*Location Code: C4000 \*Company Code: MPL (City and MBC)

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

Position Number (if applicable): 00000694

**REGULAR/TEMPORARY/SEASONAL STATUS**  
Regular

**HOURS STATUS**  
 Full-Time  
 Part-Time (enter hours per week):  
 Intermittent (enter approximate hrs per week):

**EMPLOYEE CLASS**  
Certified

**CLASSIFIED INDICATOR**  
Classified (City)

**PAY GROUP** (if Detail use positive pay group for all records): PDE Police Dept Exception Employee

**STANDARD HOURS PER WEEK** (use 0 for details or intermittent): 40

Salary Adm Plan	Salary Grade	Current Step	New Step	Current Base Rate	New Base Rate
CPO	01	1	1	\$25.31	\$25.31

**JOB EARNINGS DISTRIBUTION (Combo Code)**

Percent	Earn Code	Fund	Department	Task	Project	Activity
100	REG	00100				
	REG					
	REG					

**PROBATION**  
 None  3 Months  6 months  12 months  Other

**PROBATION END DATE**: 10/10/12  
**DATE LAST WORKED**: 12/22/09

**Union Code** **New Union Code** **Officer Code** **FICA Status**

Non-Sworn  Sworn  Exempt  Medicare Only  Subject

**Requires SEI (Statement of Economic Interest)**  No  Yes

\*Submitted By (type or print name below) Irene Ghatt \*Date - enter below 01/10/12

\*Approved By (Signature of authorized department representative below) *[Signature]* \*Date - enter below 1-10-12

\*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) \*Date - enter below