



SARAH PINTO PHILLIPS

Law Enforcement Officer Applicant

CONTACT

PHONE:

[REDACTED]

ADDRESS:

[REDACTED]

EMAIL:

[REDACTED]

LEADERSHIP EXPERIENCE

- Class Commander for Minnesota North Law Enforcement Class of 2025
- Office Management for InterSat Communications (2014-2022)
- Co-owner of Unifi North Internet Service and InterSat Communications (2014-Present)

WORK EXPERIENCE

OBJECTIVE

My objective is to obtain a position with the Grand Rapids Police Department, where I can utilize my skills and dedication to contribute to public safety, build strong community relationships, and work collaboratively with a team to uphold the law and protect the citizens of Grand Rapids.

EDUCATION

Chariho High School

453 Switch Road
Wood River, RI 02894

[REDACTED]

South County Community Action

230 Old Tower Hill Road, Wakefield, RI 02879

[REDACTED]

General Education Diploma

Chariho Vocational School

[REDACTED]

CNA License

Minnesota North College

Hibbing Campus
Law Enforcement Program
(2023-2025)
Associates degree

(T.B.D.)
POST License

2012-2014

• **Respite Care Worker** • State Of Rhode Island

2014-2022

• **Corporate Officer** • Secretary and CEO
• UniFi North Internet Service and InterSat Communications

5/24- Current

• **Community Service Officer** • City of Grand Rapids (GRPD)

SKILLS

- **Client Interaction:** Demonstrated strong interpersonal skills by engaging with customers to understand their needs, providing tailored solutions and ensuring high levels of satisfaction by effectively addressing inquiries, resolving issues, and maintaining positive relationships.
- **Event Planning and Coordination:** Efficiently planned and coordinated various events, ensuring smooth operations and effective communication among team members.
- **Job Scheduling:** Expertly managed and scheduled tasks and shifts, ensuring optimal resource allocation and timely completion of assignments.
- **Filling Out Legal Documentation and Paperwork:** Proficient in accurately completing and processing legal documents and paperwork, ensuring compliance with regulations and protocols.
- **Contract Filing:** Managed and organized contract documents, maintaining confidentiality and ensuring they were easily accessible for review.
- **Strong Leadership:** Managed and co-ownership of 2 successful communications companies for over a decade exercising strong leadership with our team, providing guidance and planning for successful expansion and growth.

COMMUNICATION

With over a decade of experience in sales, I have honed exceptional interpersonal communication skills. I consistently engage with clients to understand their needs, provide tailored solutions, and build lasting relationships. My ability to communicate effectively, both in-person and over the phone, has been instrumental in resolving issues, negotiating contracts, and ensuring customer satisfaction. My extensive experience has equipped me with the skills to interact with diverse individuals, handle challenging situations with tact, and maintain a professional demeanor under all circumstances.

REFERENCES

- **Douglas Kelder** - [REDACTED]
- **Mike Flatten** - [REDACTED]
- **Melissa Freeburg** - [REDACTED]

Employment Application



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

420 N. Pokegama Avenue
Grand Rapids, MN 55744
(218)326-7606
(218)326-7608 Fax
www.cityofgrandrapids.com

500 SE 4th Street
Grand Rapids, MN 55744
(218)326-7024
(218)326-7698 Fax
www.grpuc.org



**GRAND RAPIDS
PUBLIC UTILITIES**
Service is Our Nature

Equal Opportunity Employers

Please complete by printing in ink or typing. The application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids and Grand Rapids Public Utilities. We welcome you as an applicant and look forward to reviewing your application information. It is our policy to provide equal opportunity in employment. The City of Grand Rapids and Grand Rapids Public Utilities will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids and Grand Rapids Public Utilities accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last Phillips	First Sarah	Middle Pinto	POSITION APPLIED FOR: Police Officer
MAILING ADDRESS [REDACTED]			TODAY'S DATE: 6/27/24 DATE AVAILABLE TO WORK: 6/2005
[REDACTED]			STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal
[REDACTED]			EMAIL ADDRESS: [REDACTED]
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? Proof of age and/or eligibility to work may be requested.		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Do you have a valid driver's license? (For driving positions only)
Will your continued employment require employer sponsorship?		<input type="checkbox"/> <input checked="" type="checkbox"/>	Are you <u>under</u> 18 years of age? <input type="checkbox"/> <input checked="" type="checkbox"/>

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: Charino High, 453 Switch Road Wood River Junction RI 02894	Diploma <input type="checkbox"/> YES <input type="checkbox"/> NO GED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
College: Minnesota North College - Hibbing	Degree Completed: <input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	Law Enforcement
Graduate School:	Degree Completed: <input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	
Technical or Vocational Programs: Charino Vocational School	(indicate type of certificate earned) CNA License	Nursing Assistant

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position: My over ten years as a secretary have equipped me with essential skills for law enforcement. I excel in organizing schedules and maintaining meticulous records, crucial for handling case files and evidence. Clear communication skills and multitasking abilities allow me to interact effectively with colleagues and the public, manage dynamic situations, and respond to emergencies. With a strong ethical compass and attention to detail, I am committed to upholding protocols and contributing to community safety.

List any current licenses or certificates you possess which may be related to this position:
I am currently pursuing my post-license for law enforcement, expected to be completed in 2005. Additionally, I hold a valid Purchase and Carry permit for the state of Minnesota.

List any current registration(s) or membership(s) related to the position for which you are applying:
I am actively engaged as a committed member of the Grand Rapids Police Reserve Program, where I contribute my skills and dedication to supporting law enforcement efforts within our community.

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER Visiting Nurses	DATES EMPLOYED		JOB TITLE:
ADDRESS 	FROM 2003	TO 2005	NAME OF LAST SUPERVISOR: CNA (Nursing Assistant)
REASON FOR LEAVING: 			DESCRIBE YOUR WORK IN THIS JOB: my duties included providing personal care to clients, assisting with daily living activities, administering medications, monitoring vital signs, supporting clients with mobility and exercises, preparing meals, and offering companionship and emotional support.
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			

PREVIOUS EMPLOYMENT INFORMATION			
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.			
EMPLOYER	DATES EMPLOYED		JOB TITLE:
ADDRESS	FROM	TO	NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
ADDRESS	FROM	TO	NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION		
EMPLOYER <i>City of Grand Rapids</i>	DATES EMPLOYED FROM TO	JOB TITLE: <i>Community Service Officer</i>
ADDRESS <i>420 N Pokegama Ave.</i>	<i>5/24</i> Current	NAME OF LAST SUPERVISOR: <i>Jeremy Nelson</i>
CITY, STATE, ZIP <i>Grand Rapids, MN 55744</i>	DESCRIBE YOUR WORK IN THIS JOB: <i>As a community Service Officer, I manage blight properties, assist citizens with vehicle lockouts, and handle the retrieval and care of animals at our shelter, ensuring they are returned to their owners or placed appropriately. Additionally, I support community events and assist with traffic control.</i>	
TELEPHONE Area Code + Number <i>218-326-7600</i>		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING:		

PREVIOUS EMPLOYMENT INFORMATION		
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.		
EMPLOYER <i>Unifi North/Inter Sat Comm</i>	DATES EMPLOYED FROM TO	JOB TITLE: <i>Corporate Secretary/officer</i>
ADDRESS 	<i>2014</i> <i>2022</i>	NAME OF LAST SUPERVISOR: <i>Nathan Phillips</i>
TELEPHONE Area Code + Number 	DESCRIBE YOUR WORK IN THIS JOB: <i>My responsibilities included calling and assisting customers both in the office and over the phone, entering orders, scheduling appointments, managing filing systems, processing payroll, and overseeing booths at community events.</i>	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING: <i>I resigned from my position to pursue full-time education.</i>		

EMPLOYER <i>State of Rhode Island</i>	DATES EMPLOYED FROM TO	JOB TITLE: <i>Respite Care Worker</i>
ADDRESS 	<i>2012</i> <i>2014</i>	NAME OF LAST SUPERVISOR: <i>Bernadette & Michael Patton</i>
TELEPHONE Area Code + Number 	DESCRIBE YOUR WORK IN THIS JOB: <i>I worked as a respite care worker for a male with special needs, providing assistance with daily care, shopping, cooking, life skills development, and supporting his participation in Special Olympics activities.</i>	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING: <i>I resigned from my position due to relocation out of state.</i>		

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status). *I have volunteered my time by participating in law enforcement scenarios. Doing so has enhanced my skills in emergency response, conflict resolution, and community communication. I am also a member of the Grand Rapids Police Reserve Program. These volunteer opportunities aid in preparing me to confidently apply protocols in real-world situations.*

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veteran's Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids and/or Grand Rapids Public Utilities is "at will," and that employment may be terminated by either the City of Grand Rapids, Grand Rapids Public Utilities, or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids, Grand Rapids Public Utilities, or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids and/or Grand Rapids Public Utilities. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids and/or Grand Rapids Public Utilities at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids or Grand Rapids Public Utilities, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment, if already offered.

With my signature below, I am providing the City of Grand Rapids and/or Grand Rapids Public Utilities authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids and/or Grand Rapids Public Utilities, in writing, of any changes to information reported in this application for employment.

Sarah Phillips
Signature

6/27/24
Date

Name and telephone number of person completing this form if other than applicant: _____

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

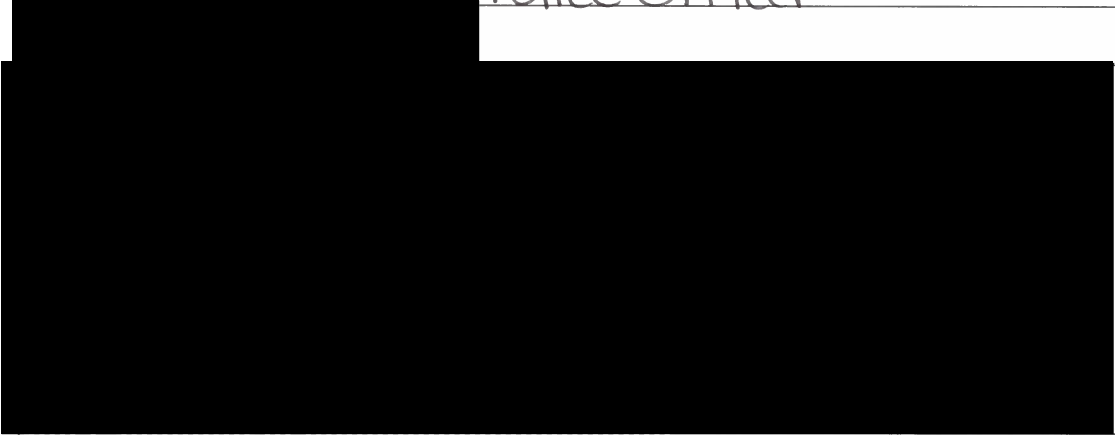
This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd 2)

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Grand Rapids and Grand Rapids Public Utilities appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying: *Police Officer*



Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

VETERANS' PREFERENCE

Complete this form ONLY if you are claiming Veterans' Preference

NOTE: VETERAN'S PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICES. **DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. §197.447)**

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "Member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of Grand Rapids and Grand Rapids Public Utilities operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, any by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Grand Rapids or Grand Rapids Public Utilities.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name: (Last) N/A	(First)	(MI)	Position for which you applied:	
Address: (Street) (City) (State) (Zip)			Closing Date:	Phone Number:
			Are you a US Citizen or Resident Alien?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

VETERAN (10 POINTS):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)
 Honorably discharged veteran Yes No

DISABLED VETERAN (15 POINTS):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)
 Percent of Disability: _____ %
 Have you ever been promoted within the City of Grand Rapids employment: Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Date of Death: _____

Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DDE214 or DD215, or other documentation verifying service, and USDVAQ letter of disability rating decision of 10% or more must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

Thank you for your military service and for your interest in employment with the City of Grand Rapids and Grand Rapids Public Utilities. Please contact Human Resources at 218-326-7606 if you have questions regarding veteran's preference.

AFFIDAVIT: I hereby claim Veteran's Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Grand Rapids or Grand Rapids Public Utilities by the required deadline.

Signature

Date