



February 6, 2023

Mr. Sean Smallen

Dear Sean:

Please consider this letter as a conditional offer of employment for the position of Police Officer for the City of Grand Rapids Police Department. Following is an outline of the terms and conditions of your pending employment.

Upon your signed and returned agreement with the terms and conditions stated herein, your appointment to the position of Police Officer will be presented to the City Council at their subsequent City Council Meeting, and is subject to the successful completion of a background check, pre-employment medical exam, psychological exam, and drug screening.

Should you accept this conditional offer, the starting date of your employment is to be determined (TBD), based on the length of time necessary to complete the background check and all other conditions of employment. Your starting hourly salary will be \$31.04, based on the current LELS Agreement.

- Please sign and return the *Authorization for Driver's License Check*.
- You will need to complete a medical examination with Occupational Medicine at Grand Itasca Clinic and Hospital. We will contact you regarding the details of getting this scheduled.
- You will need to complete a psychological evaluation. We will contact you regarding getting this scheduled.
- When you are in the area, you will need to stop by Northern Drug Screening located at 111 NE 10th Avenue in Grand Rapids, MN for a pre-employment drug screening. They are open Monday through Friday from 8:00 AM to 4:00 PM. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.

