

SEAN C. SMALLEN

October 29, 2024

City of Grand Rapids
Attn: Chery Pierzina, Human Resources
420 North Pokegama Ave
Grand Rapids, MN 55744

Dear City of Grand Rapids Human Resources,

This letter is to formally express my interest in the **POLICE OFFICER** position listed on the City of Grand Rapids website. I am highly interested in this opportunity. This position appeals to me due to my education, experience, skills, training, and career goals. I have more than 10 years of sworn law enforcement experience in Minnesota. I was also previously employed by the City of Grand Rapids as a Police Officer from May 2023 until September 2024. In addition to the aforementioned experience, I also have numerous hours of related training and certifications. I also possess an associate's and bachelor's degree in law enforcement.

I am extremely confident I would positively contribute to the City of Grand Rapids and the Police Department once again. I am highly motivated and will do absolutely whatever it takes to be successful in this position. I sincerely look forward to the possibility of spending the remainder of my career with the City of Grand Rapids and the Police Department.

I look forward to hearing from someone soon to discuss the next steps in the process.

Respectfully Submitted,



Sean C. Smallen

SEAN C. SMALLEN



Objective

Obtain a position as a **POLICE OFFICER** with the City of Grand Rapids.

Employment

October 2024 - October 2024 - City of Lakeville Lakeville, MN
May 2023 - September 2024 - City of Grand Rapids Grand Rapids, MN
October 2017 - April 2024 - City of Faribault Faribault, MN
January 2017 - May 2023 - Barbara Schneider Foundation Minneapolis, MN
December 2015 - December 2017 - Hennepin Technical College Brooklyn Park, MN
May 2017 - October 2017 - City of Becker Becker, MN
May 2015 – January 2017 – City of Morristown Morristown, MN
June 2010- September 2017- Allina Health Corporate Security Minneapolis, MN

Special Skills

- Excellent investigative skills
- Natural leadership ability
- Strong and natural leadership skills
- Experience in communicating effectively with people from various departments within and outside of the workplace
- Excellent interpersonal, verbal and written communication skills
- Strong report writing and interviewing skills
- Superb ability to remain calm in stressful situations
- Natural ability to manage multiple projects simultaneously
- Excellent planning and organizational skills
- Superb ability to work on own initiative as well as part of a team

Training and Specialized Experience

I have more than 10 years of sworn law enforcement experience as well as leadership and instructing experience. I am also trained and proficient in patrol tactics, traffic enforcement, interviewing, evidence gathering, composing investigatory reports and search warrant application and service. I also possess an intermediate level of proficiency with the Microsoft Office suite and the Zuercher system. I am trained and certified as a Field Training Officer, Firearms Instructor, Red Dot Sight Instructor, Reality/Scenario Based Training Instructor, School Resource Officer, and Background Investigator, Crisis Intervention Training Scenario Coach, and Emergency Medical Responder (EMR). I am also certified in pursuit driving, Pursuit Intervention Technique (PIT), and LIDAR use operation.

Education

Fall 2013 – December 2016 Metropolitan State University, St. Paul, MN
Graduated with a Bachelor's degree in law enforcement

August 2006 - May 2007 - Center for Criminal Justice and Law Enforcement, St. Paul, MN
Successfully completed Peace Officer Licensing Program and received Law Enforcement Certificate

January 2004 - May 2007 - Normandale Community College, Bloomington, MN
Graduated with Associates Degree in Law Enforcement

September 1998-June 2002 - Rosemount High School, Rosemount, MN



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

Employment Application

An Equal Opportunity Employer

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

Thank you for considering employment with the City of Grand Rapids. We welcome you as an applicant and look forward to reviewing your application information. It is the City's policy to provide equal opportunity in employment. The City 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 detail 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 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 <i>Smullen</i>		First <i>Sean</i>	Middle <i>Curtis</i>	POSITION APPLIED FOR: <i>Police Officer</i>	
MAILING ADDRESS [REDACTED]			TODAY'S DATE: <i>10/29/24</i>	DATE AVAILABLE TO WORK: <i>11/11/24</i>	
HOME PHONE [REDACTED]			OTHER PHONE		
EMAIL ADDRESS: [REDACTED]			STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal		
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"/>	YES <input checked="" type="checkbox"/>	
				NO <input 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: <i>Rosemount High</i> <i>Rosemount, MN</i>	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
College: <i>Normandale Comm. College</i> <i>Bloomington, MN</i>	Degree Completed: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>2</u> Semester/Credit hours earned <u>Approx. 70</u>	<i>Law</i> <i>Enforcement</i>
Graduate School: <i>Metro State University</i> <i>St. Paul, MN</i>	Degree Completed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>2</u> Semester/Credit hours earned <u>Approx. 30</u>	<i>Law</i> <i>Enforcement</i>
Technical or Vocational Programs: <i>CCJLE - St. Paul, MN</i>	(indicate type of certificate earned) <i>Law Enforcement Certificate</i>	<i>Law</i> <i>Enforcement</i>

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

Use of force, firearms, AXON body worn camera / AXON Fleet, Pepperball, Mobile Field Force tactics and deployment, pursuit driving, P.I.T. maneuver, Standardized Field Sobriety Tests, ARIDE and OPUE, 40 hour CIT training.

List any current licenses or certificates you possess which may be related to this position:

Minnesota POST license "inactive" status - [REDACTED], Field Training Officer certification, Firearms Instructor certification, Red Dot Sight certification, Reality/Scenario Based Training Instructor certification, Law Enforcement Background Investigator certification, School Resource Officer certification, Emergency Medical Responder certification, DMT-G Operator certified, CIT Coach certification

List any current registration(s) or membership(s) related to the position for which you are applying:

Minnesota Police and Peace Officer Association (MPPOA)

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER <i>Not Currently Employed</i>	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:			

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>City of Lakeville</i>	DATES EMPLOYED		JOB TITLE:
ADDRESS <i>9237 183rd St. W</i>	FROM	TO	NAME OF LAST SUPERVISOR:
	<i>10/24</i>	<i>10/24</i>	
CITY, STATE, ZIP <i>Lakeville, MN 55044</i>	DESCRIBE YOUR WORK IN THIS JOB: <i>During tenure participated in "in-house" training and did not start field training prior to resignation.</i>		
TELEPHONE Area Code + Number <i>952 985 2800</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>Personal and family reasons</i>			

EMPLOYER <i>City of Grand Rapids</i>	DATES EMPLOYED		JOB TITLE:
ADDRESS <i>420 N. Pokegama Ave</i>	FROM	TO	NAME OF LAST SUPERVISOR:
	<i>5/23</i>	<i>9/24</i>	
CITY, STATE, ZIP <i>Grand Rapids, MN 55744</i>	DESCRIBE YOUR WORK IN THIS JOB: <i>Respond to calls for service, traffic enforcement, accident investigation, interview/interrogate victims, witnesses + suspects, serve as Field Training officer & Firearms Instructor, compose reports, attend training, testify in court as required.</i>		
TELEPHONE Area Code + Number <i>218 326 3464</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>For position in another jurisdiction</i>			

PREVIOUS EMPLOYMENT INFORMATION CONTINUED

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 City of Faribault	DATES EMPLOYED		JOB TITLE: Police Officer
	FROM	TO	
ADDRESS 25 4th St. NW	10/17	4/23	NAME OF LAST SUPERVISOR: Sgt. Matt Knutson
CITY, STATE, ZIP Faribault, MN 55021	DESCRIBE YOUR WORK IN THIS JOB: Respond to calls for service, traffic enforcement, accident investigation, compose reports, interview/interrogate victims, witnesses, & suspects, serve as Field Training Officer & Firearms Instructor, serve as Scenario Instructor. Also served as School Resource Officer & Background Investigator		
TELEPHONE Area Code + Number 567 334 4305			
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: To relocate to northern Minnesota			

EMPLOYER Barbara Schneider Foundation	DATES EMPLOYED		JOB TITLE: CIT Scenario Coach
	FROM	TO	
ADDRESS 2419 Nicollet Ave	1/17	5/23	NAME OF LAST SUPERVISOR: Mark Anderson
CITY, STATE, ZIP Mpls, MN 55404	DESCRIBE YOUR WORK IN THIS JOB: Coach and instruct students through high stress crisis/de-escalation scenarios utilizing professional actors.		
TELEPHONE Area Code + Number 612 801 8572			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Other Casual basis			
REASON FOR LEAVING: Scheduling Conflicts - Work primarily in metro area			

EMPLOYER Hennepin Technical College	DATES EMPLOYED		JOB TITLE: Scenario Role Player
	FROM	TO	
ADDRESS 9110 Brooklyn Blvd	12/15	12/17	NAME OF LAST SUPERVISOR: Anna Harder
CITY, STATE, ZIP Brooklyn Park, MN 55445	DESCRIBE YOUR WORK IN THIS JOB: Serve as role player in law enforcement scenarios for students.		
TELEPHONE Area Code + Number 763 457 3700			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Other Casual basis			
REASON FOR LEAVING: Schedule conflicts with full-time employment			

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).

None

MILITARY EXPERIENCE

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

Describe your duties:

N/A

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

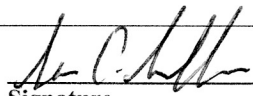
I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, 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 is "at will," and that employment may be terminated by either the City of Grand Rapids 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 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. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids 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, 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 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 in writing of any changes to information reported in this application for employment.


Signature

10/29/24
Date

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