



January 21, 2025

Ms. Kiara Rantala

Dear Kiara,

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 on January 27, 2025, 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 successfully complete and pass the background check and all other conditions of employment. The starting hourly salary will be \$32.34, based on the current LELS Agreement, Memorandum of Understanding approved by City Council on March 13, 2023, and Memorandum of Agreement approved by City Council on February 12, 2024.

- You will need to successfully complete and pass a *Driver's License Check*. Please sign and return the Authorization for Driver's License Check form to me.
- You will need to successfully complete and pass a medical examination with Dr. Jay Sonder with Occupational Medicine at Grand Itasca Clinic and Hospital, located at 1601 Golf Course Road. To schedule an appointment, please call (218) 326-7344. If you happen to reach the main switchboard at Grand Itasca, please request to be transferred to Occupational Medicine.

- You will need to successfully complete and pass a psychological evaluation. Your psychological evaluation will be scheduled virtually with Dr. Michael Keller, out of Cambridge, MN. I will reach out to you regarding his availability. Please allow two (2) hours for the evaluation.
- You will need to successfully complete and pass drug screening at Northern Drug Screening. Please stop by Northern Drug Screening located at 111 NE 10<sup>th</sup> Avenue in Grand Rapids, MN for a pre-employment drug screening. They are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.
- Your hourly rate of pay will be \$32.34 and your official start date will be determined upon successful completion and passing of the above-mentioned items.

I will be scheduling some time for a meeting with you to discuss your transition to the City and look forward to talking with you. Detailed information about your benefits and the City will be provided to you during this meeting.


<i>Start Date:</i>	Your first date of employment will be subject to the successful completion of the above conditions.
<i>Compensation:</i>	Based on the current LELS Agreement and Memorandum of Understanding, your beginning hourly wage will be \$32.34 per hour or \$70,630.56 annually.
<i>Representation:</i>	Law Enforcement Labor Services (LELS) – See attached Bargaining Agreement.
<i>Benefits:</i>	See attached copy of our current Benefit Summary.
<i>Health Insurance:</i>	The City of Grand Rapids pays 100% of the premium for family coverage. Your coverage will begin on the 1 <sup>st</sup> of the month following 30 days of employment.
<i>Flexible Time Off:</i>	Upon employment, you will accrue FTO at 4.62 hours for each 80-hour pay period based on the City FTO schedule and Memorandum of Understanding approved by City Council on March 13, 2023.

On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you.

If you have any questions, feel free to give me a call at (218) 326-7606 or (218) 256-8747.

Please sign below to indicate agreement with the terms and conditions of employment. Please provide me with a signed copy of this offer letter by no later than Friday, January 24, 2025, by 12:00 noon.

 1-22-25  
\_\_\_\_\_  
Kiara Rantala Date

Sincerely,  
  
Chery Pierzina  
Human Resources Officer

cc: Personnel File  
Payroll