



New Prague Police Department

City of New Prague In the Counties of Scott & Le Sueur

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Tim Applen, Chief of Police

MEMORANDUM

To: Honorable Mayor, Duane Jirik; Members of the City Council, Shawn Ryan, Maggie Bass, Bruce Wolf, Rik Seiler and City Administrator, Joshua Tetzlaff

From: Tim Applen, Chief of Police/Emergency Manager

Date: Thursday, October 17th, 2024

Subject: Appointment of Gabriel Trout for the Police Officer position.

On January 19, 2023, City Staff advertised for a Police Officer position in the New Prague Times, on the League of Minnesota Cities website, MN Police Officer's Opportunity Line website (MN POST website), and the City of New Prague Website. The posting remained ongoing until positions were able to be filled.

In an ongoing effort to fill open Police Officer positions interviews are conducted as qualified applications are received. Two applications were received in September, the two applicants were invited for oral interviews the week of September 30th, 2024. After speaking with Gabriel Trout, a pre-employment background investigation was completed. A conditional offer was made and accepted by Mr. Trout. The conditional offer is based on successful completion of all elements outlined in the conditional offer.

With Mr. Trout's training, demeanor, and experience, he will make a great addition to the New Prague Police Department. He will serve the citizens of New Prague in a professional manner, with integrity.

I would recommend Gabriel Trout be appointed to the Police Officer position with an effective starting date of November 18th, based upon successfully completion of all elements of the conditional offer.

An initial starting wage of Step 3 of Schedule "A" in the 2023 LELS Labor Agreement at \$38.57 per hour (\$80,233.09 annually). 80 hours of vacation will be prorated based on the employment start date and credited to the leave bank. Vacation accrual schedule is based on length of service and can be found in the LELS Labor Agreement Article 11.1. He would also be awarded 20 hours to his vacation bank upon hire.

RECOMMENDATION: Appointment of Mr. Gabriel Trout as a Police Officer per the recommendation listed above.