



# New Prague Police Department

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

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Tim Applen, Chief of Police

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## 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:** Friday, January 19, 2024

**Subject:** Appointment of Emily Eastman 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 early December, interviews were conducted with each applicant on December 13<sup>th</sup>, 2023. After speaking with Ms. Eastman, a pre-employment background investigation was completed along with a psychological and medical exam. Ms. Eastman successfully completed the pre-employment screenings.

Emily holds a Bachelor of Science Degree in Law Enforcement from Minnesota State University Mankato, an Associate of Science Degree in Law Enforcement and Criminal Justice from Minneapolis Community and Technical College and Skills Certificate from Hennepin Technical College. Additionally in December of 2023 Emily earned her Master of Arts Degree in Criminal Justice from Moorhead State. Emily is currently employed as a Security Officer for the Mall of America and has been with this employer since October of 2021. With Ms. Eastman's training, education, demeanor, and personality, she will make a great addition to the New Prague Police Department. She will serve the citizens of New Prague in a professional manner, with integrity.

I would recommend the appointment of Ms. Emily Eastman to Police Officer position with an effective starting date of February 13, 2024, based on the successful completion of all elements in the conditional offer.

An initial starting wage of \$35.66 per hour/Step 1 (\$74,172.80 per year) on the 2024 Police Union Agreement Schedule "A". Vacation accrual schedule is based on length of service and can be found in the LELS Labor Agreement Article 11.1. 80 hours of vacation will be prorated based on the employment start date, February 12<sup>th</sup>, 2024, and credited to the leave bank.

**RECOMMENDATION:** Appointment of Ms. Emily Eastman as a Police Officer per the recommendation listed above.