*Indicates required info

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

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t	Trice By Com
	Date In
	Date 10-(0-15)

		Employe	e Job	Chang	e Form		06-15				
*Employee I	D Number:	007162	*Employe	e Name:	Tou Thao			1			
*Effective da	ate of Action:	09/20/15	*Action/F	Reasons:	Pay Rate Cha	ange Step Increase					
*Are these c	hanges permar		Yes	□ No	If temporary	,					
*Is this a De	tail?		☐ Yes	⊠ No		pected end date:	St. Ent. D	ate 10/02/1			
*Is this a Co	ncurrent Job?		☐ Yes	⊠ No			Ot. Em. Date 10/02/10				
*Dept Code:	Police Departmen	t - 4000000	Location	Code:	4000	Company Code:	MPL (City and	MPL (City and MBC)			
si - 1				N. F.							
*Job Code/J	ob Title: 08170	OC Police Officer-C									
Position Nur	mber (if applicab	ole):									
REGULAR/T	EMPORAY/SEA	SONAL STATUS		HOURS	STATUS						
Regular				THE RESERVE AND DESCRIPTION OF THE PERSON NAMED IN COLUMN TWO	⊠ Full-Time						
				☐ Part-Ti	me (enter hour	rs per week):					
				☐ Interm	THE RESERVE	proximate hrs per wee	ek):				
EMPLOYEE	CLASS				FIED INDICAT	OR					
Certified	2002 - 1000	20 Mary 1997 1997 1997 1997		Classified (City) STANDARD HOURS PER WEEK (use 0 for details or intermittent):							
	Detail use postive pa ot Positive Employee	ay group for all records)):	STANDAR	D HOURS PER V	VEEK (use 0 for details	or intermittent):				
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Plan	Salary Grade	Current S	tep	New Step	Current B	ase Rate	New Base R	ate			
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	REG										
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None	☐ 3 Months	☐ 6 mon	☐ 12 m	onths	☐ Other		TE DATE LAST WORKED				
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		☐ Non-Sworn	⊠ Sworn	☐ Exemp	t	☐ Medicare	☐ Subject				
Requires SFL(S	tatement of Econor	mic Interest)		□No	Yes						
		ino into jost)									
Submitted E	By (type or print	name below)					*Date - en	ter below			
1											
Approved B	(Signature of	authorized depar	tment rep	resentative	below)		*Date - en				
Jul	ines by	mo /					1/28	119			
it i ranster (Signature of ac	cepting departme	nt represe	entative be	low)		*Date - en	ter below			
If Transfer o	r Voluntary De	montion (Employe	o Signatu	re below			*Dota	ton halass			
ITUIIOIOI U	. Voluntary Del	nontion (Employe	o oignatu	ile pelow)			*Date - en	ret neioM			
Entered into	HRIS by (HRIS	Representative S	Signature	below)			*Date - en	ter below			
Uda B							968				

Original: Department Personnel File

Revised:06/2010

City of Minneapolis APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

APPLICANT: Tou Thao

JOB OPENING ID: 19849 RECRUITER: Irene Ghatt

JOB OPENING DATA

Job Opening ID:

Job Opening Status:

Position Number: Job Code:

Department: Location:

Hiring Manager:

Applicant ID:

19849 010 Open

00003496 02350C

Community Service Officer-C PT Community Service Officer-C

MPLS400 C4000

Police Department

Police Scott Robert Gerlicher

PPLICANT DATA

Applicant JO Status:

Check Further Status:

Preferred Contact:

External Applicant

Not Specified

Address:

Phone Number (s): Email Address (es):

Nepotism Declaration:

13.43 - Personnel Data

Disposition Status: Referral Source: Referral SubSource: Referral Details: Total Screening Points:

Application Date:

RECRUITMENT DATA

13.43 - Personnel Data

APPLICATION DATA

Previous City Employment:

Can Contact Current Employer:

No 13.43

Employer: Job Title: Whelan Security Security Guard

Address:

1700 West Highway 36

Suite 225

Roseville, MN 55113 USA

Phone:

651 6284010

Start Date:02/11/2007

End Date:

13.43 - Personnel Data

Years of Experience: 0.1

Reason for Leaving:

Comments:

Presently still working there.

Report ID: MHRS003

Page No. 629 Run Date: 03/31/2007 Run Time:11:51:14

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID:19849 APPLICANT: Tou Thao RECRUITER: Irene Ghatt

Job Duties:

Employer:

Cub Foods

Job Title:

Stocker

Address:

5301 36th Ave N

Crystal, MN 55422 USA

Phone:

763 2879996

Start Date:09/01/2004

End Date: 02/09/2007

Years of Experience:

Reason for Leaving:

13.43 - Personnel Data

Job Duties:

Employer:

McDonald's

Job Title: Address:

Crew Trainer

244 57th Ave NE

Fridley, MN 55432 USA

Phone:

763 2879996

Start Date:01/02/2000

End Date: 09/01/2004

Years of Experience: 4.7

Reason for Leaving:

13.43 - Personnel Data

Job Duties:

Education

Highest Education Level: D-Some College

Degree:

Associate of Science

Graduated:

No

Graduation Date:

Major:

Law Enforcement

School:

North Hennepin Community Colge

Average Grade:

Training

The applicant did not provide training course information.

Licenses/Certificates

The applicant did not provide license or certificate data.

Languages

Hmong

Speaking

Reading

Writing

High

LOW

Low

Report ID: MHRS003

Page No. 630

Run Date: 03/31/2007

Run Time:11:51:14

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

APPLICANT: Tou Thao

JOB OPENING ID:19849
RECRUITER: Irene Ghatt

Online Questionnaire

There are no Questions for this Job Opening.

Resume Text:

Title:

Tou Thao's resume Community Service Officer opening

Resume: Tou Thao

13.43

13.43 - Personnel Data

13.43 - Personnel Data

Education

¿ Fridley High School (Class of 2004)

¿ Currently attending North Hennepin Community College Major: Law Enforcement Expected Gradation: Fall 2008

Job History

¿Security Guard,

02/2007 to Present

Whelan Security

1700 West Highway 36 Suite 225

Roseville, MN 55113

(651) 628-4010

- o Patrol parking lot and direct traffic at all three Boston Scientific locations.
- o Insure safety and security of employees.
- o Respond to emergence situations.

¿Stocker,

09/2004 to 02/2007

Cub Foods

5301 36th Ave N

Crystal, MN 55422

(763) 287-9996

- o Stock and maintain product
- o Operate forklift
- o Help provide costumer services.

¿Crew Trainer,

01/2000 to 09/2004

McDonald:s

244 57th Ave NE

Fridley, MN 55432

Report ID: MHRS003

Page No. 631

Run Date: 03/31/2007

Run Time:11:51:14

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

APPLICANT: Tou Thao

JOB OPENING ID:19849

RECRUITER: Irene Ghatt

(763) 572-0751

- o Train and supervise other crew members.
- o Maintain and assemble product.

Other Skills

13.43 - Personnel Data

7+years of costumer service experience

13.43 - Personnel Data

References

Name:

Ref Type:

Title:

Employer:

Name:

Ref Type:

Title:

Employer:

13.43 - Personnel Data

Report ID: MHRS003

Page No. 632 Run Date:03/31/2007 Run Time:11:51:14

Electronic Communication Policy

Employee Acknowledgement

I have received an electronic or paper copy of, or reviewed the CityTalk version of

the revised City's Electronic Communication Policy approved by the Council on September 2, 2005 and effective September 10, 2005.

I understand that I am accountable for knowing and abiding by the Electronic Communication Policy and that I will be held accountable for abiding by this policy and its procedures. I understand how to access the online version of the Electronic Communication Policy in the CityTalk Policy Library.*

(*If you do not understand how to access the online Policy Library, see your immediate supervisor for training until you are able to successfully access the Library.)

I understand that this receipt is filed with my personnel records

Signature	
Employee #	
Date 2/4/2008	

V/ros/con

ELECTRONIC VERSION OF THE MPD POLICY & PROCEDURE MANUAL

I understand that I am accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Policy and Procedure Manual and that I will be held accountable for abiding by the policies and procedures contained therein.

I have read the instructions and understand how to access the online electronic version of the Minneapolis Police Department Policy and Procedure Manual.

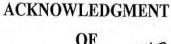
If you do not understand how to access the online manual, see your immediate supervisor for training until you are able to successfully access the online manual.

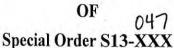
NAME:	TOU THAD	
	(please print)	
SIGNED:		
BADGE/EI	MPLOYEE #: 007162	
DATE:	2/4/2008	

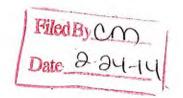
SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY

City of Minneapolis Human Resources Department

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Employe	e ID Numi	ber Oc	0716	_			ployee N		1 +	5U		
Effective	Date of A	ction	09	4		Action Code Action Reason Code						
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Dept. Co		na	20		100	Loc	ation Co	de U	200	Comp	any Code	
Job Code	08	170	0			Pos	ition Nur	mber	(if applicable)	Busine 4MPL	ess Unit:	□ OTHER
Job Title	Po	lice	OH	ic	EV				1127			LIGHTEN
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9-8	-10				1000	PA		(If del	tali, enter Union Code gular job)		Sworn	13.43
Submitted	By (Prin	t Name	e):	T								
Approved	By	R.	-11.	7	0.		Ĺ				9-23	-09
ipp.oros	-, -	(Signat	ture of auth	orized	departm	ent re	presentati	ve)			100	Date
f Transfer	_											
f Transfer /oluntary Demotion			ure of acce		departme	ent rep	oresentativ	e)				Date
Entered	Into HRIS	0	yee/Signatu	ett	ta b	Of S	nor	Date	9-23-09	_		Date
	Distribut	ion: Or	iginal: Dep	artme	nt Persor	nnel F	ile Cop	py: Em	ployee	Last Upda	ited: August 3,	2009







Regarding Non-Public Data

047

By signing this Acknowledgment* I certify that I have read Special Order S13-046 and reviewed the specific Policy and Procedures listed in the Order. I further acknowledge that I am required to protect data in accordance with state and federal law and MPD policy and that the failure to do so may subject me to criminal charges as well as discipline, up to and including discharge.

This Acknowledgment supplements my receipt of the electronic version of the MPD Policy and Procedure Manual.

EMPLOYEE NAME: Tou (please print)	THAO	
EMPLOYEE SIGNATURE BADGE/IDENTIFICATION NUMBER	7/62	Date: 12/10/13
DADGE/IDENTIFICATION NUMBER		
SUPERVISOR'S NAME AND SIGN	ATURE:	Date:/2-24-13

Employees must sign in front of their supervisors. Supervisors must collect the signed forms and deliver them to their respective Inspector, Commander or Director.

^{*} Returning a signed acknowledgment form to your supervisor is mandatory.

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

13.43 - Personnel Data

Place read the Notice of Your Rights as a Subject of Data, which is either attached to or printed on the back of this form. PATH: Workforce Administration/Personal Information/Biographical/Add a Person Path: Name Name							HIR	E FOR	M					
PATH. Workforce Administration/Personal Information/Biographical/Add a Person Personal Information/Biographical/Add a Person Person Person Information/Biographical/Add a Person Person Information/Biographical/Add a Person Information/Biographical/Biographical/Add a Person Information/Biographical/Bio	HIRE I	DATE (Start	Date)	Please	read to	he Notice	of You			bject of D	ata, which is eiti	her attached to or printed		
Middle Name	1-17	-2013	2	on the l	back o	of this form	1.	-100						
Marital Status Social Security Number THA-O	PERS	ONAL INF	ORMATI	ON		PATH: \	Norkfor	ce Administ	ration	/Personal	Information/Biogr	raphical/Add a Person		
Marital Status Social Security Number 13.43 - Personnel Data	First N		V.			Middle Na	me	ne Last Name						
Street Address 13.43 - Personnel Data 13	Data			3	-									
State Address 13.43 State Zip Code Phones (Include Area Code)	Date o	Birth	Gende	r		Marital St	atus	orconn	Soci	al Securi	tv Number			
13.43 13.43 - Personnel Data 13.43 - Per	Apartm	nent	Street	Address		THE RESERVE				ala				
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Is this a Permanent Hire? If temporary, indicate expected Job end date: Position Number: Position Nu										13.	43			
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NOTICE TO NEW HIRES: YOUR RIGHTS AS A SUBJECT OF DATA (PLEASE READ THIS IMPORTANT INFORMATION)

YOUR RIGHTS AS A SUBJECT OF DATA

In accordance with the Minnesota Government Data Practices Act we must inform you of your rights as a subject of data.

Some of the information required on the attached Hire Form is classified as private data under the Government Data Practices Act. We need this information in order to process your payroll and benefits and to maintain employment records as required by the City Charter.

Social Security Number is required as an identifier for payroll processing, tax withholding and reporting, processing benefits to which you are entitled, and maintaining employment history records as mandated by the City Charter and other laws. Your address is required so that your paycheck or direct deposit notice can be mailed to you. Your home phone number may be used to contact you if necessary. Your Date of Birth is required for benefits and pension administration. Emergency Contact information is requested (but not required) to allow us to quickly contact the person(s) you designate in case of an emergency. Your Driver's License information may be required if you will be driving City vehicles. Data requested for the Employment Eligibility Verification Form I-9 is required by federal law.

You are not legally required to supply race, gender, age, and disability data. If you supply that information, it will be used in summary form to monitor protected class employment and to meet federal, state and local reporting requirements.

If you choose to withhold essential data (other than race, gender, age, disability, phone numbers or emergency contacts) we may not be able to process your hire.

The data we collect about you is classified as either PUBLIC or PRIVATE. "Public" means that it is available to anyone who asks to see it. "Private" means that the data is only available to the person the information is about (you) and to staff who must see it in the normal course of conducting City of Minneapolis business, and as otherwise provided for by law. Data collected on, or in response to, your hire that is classified "Private" may be used by City of Minneapolis Human Resources and supervisory personnel who require access to the information in order to perform their job functions. It may be shared with a labor union, if applicable, with the Public Employee Retirement Association (PERA) or other organizations at your request. It may also be shared as required by current or future laws.

The following data which the City of Minneapolis collects on you as an employee is "Public":

Name, actual gross salary, salary range, contract fees, actual gross pension, the value and nature of employer-paid fringe benefits, the basis for and amount of any added compensation (such as expense reimbursements), job title, job description, your education and training background, previous work experience, the dates of first and last employment, your work location, work phone number, badge number, honors and awards received, payroll timesheets and other comparable data used only to account for your work time for payroll purposes (except to the extent that release of timesheet data would reveal the reasons for your use of sick leave, medical leave or other non-public data). Any information collected that is not classified as public (see above) is considered non-public, private or confidential. Some information regarding disciplinary actions is public depending on the status and results of the situation. When requests are received regarding disciplinary actions, City staff contacts the City Attorney's Office for clarification of what information is public.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

If you have any questions regarding your rights as a subject of data please contact:

City of Minneapolis Human Resources Department Public Service Center - 250 South Fourth Street - Suite 100 Minneapolis, Minnesota 55415-1339 (612) 673-3982

Last Updated: February 28, 2011

Hire Form - Part 2 (Supplemental Information)

Employee ID or Social Secu	rity Number	Employe	e Name		н	Hire Date (Start Date)		
007162			ou	THAO		1-17-2012		
MAILING ADDRESS (I	f different from home	address	(Optional)		nformation/Mad		son /Contact Information	
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Street Address		Apt #	City		S	tate	Zíp	
ADDITIONAL OR FOR	MER NAME (Opt						and the standard and standard	
Name Type (such as "Preferre "Legal" etc.)	ed" "Maiden" "Former"		Workforce ne Part: Full Last First		sonal Informatic ame	n/Biogra	phical/Additional Names	
EMERGENCY CONTAC		orkforce A	dministrati	on/Personal Informa	tion/Personal R	elations	nips/Emergency Contact	
Contact Name (Last Name, Fi	rst Name)	TOTRIOTOG 7		ionship to Employee	Same		hployee?	
13	43 - Pers	onne	I Dat	a	13.	43 - Pe	ersonnel Data	
preser marcos	10 1 010	1 1 lbt 11	- City	·u	State	e Zi	р	
			13.4	3 - Personnel Da	ta 13.4	3 - Per	sonnel Data	
Phone Numbers	13.43 - Perso	nnel Da	Area	Code	Phone No		manual Data	
Indicate Type such as Cell, FAX, Business, etc.)	Other Phone	iller Da		Code	13.43 Phone Nu		rsonnel Data	
MERGENCY CONTAC	T - ADDITIONAL			on/Personal Informa	tion/Personal P	alationet	pine/Emergency Contact	
Contact Name	ranei. vv	OI KIOICE A		ionship to Employee	Same addre	onal Relationships/Emergency Contact ne address & phone number as Employee? Yes No		
dicate Type such as Cell, X, Business, etc.) Type: MERGENCY CONTACT - ADDITION/ Panel ntact Name eet Address		Apt#	City		State	Zij	p	
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river's License Number	Type of License	ILICI. VVOIN	iorce Admi	Endorsements	State Where	sissued	Expiration Date	
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Social Security Number is required as an identifier for payroll processing, tax withholding and reporting, processing benefits to which you are entitled, and maintaining employment history records as mandated by the City Charter and other laws. Your address is required so that your paycheck or direct deposit notice can be mailed to you. Your home phone number may be used to contact you if necessary. Your Date of Birth is required for benefits and pension administration. Emergency Contact information is requested (but not required) to allow us to quickly contact the person(s) you designate in case of an emergency. Your Driver's License information may be required if you will be driving City vehicles. Data requested for the Employment Eligibility Verification Form I-9 is required by federal law.

You are not legally required to supply race, gender, age, and disability data. If you supply that information, it will be used in summary form to monitor protected class employment and to meet federal, state and local reporting requirements.

If you choose to withhold essential data (other than race, gender, age, disability, phone numbers or emergency contacts) we may not be able to process your hire.

The data we collect about you is classified as either PUBLIC or PRIVATE. "Public" means that it is available to anyone who asks to see it. "Private" means that the data is only available to the person the information is about (you) and to staff who must see it in the normal course of conducting City of Minneapolis business, and as otherwise provided for by law. Data collected on, or in response to, your hire that is classified "Private" may be used by City of Minneapolis Human Resources and supervisory personnel who require access to the information in order to perform their job functions. It may be shared with a labor union, if applicable, with the Public Employee Retirement Association (PERA) or other organizations at your request. It may also be shared as required by current or future laws.

The following data which the City of Minneapolis collects on you as an employee is "Public":

Name, actual gross salary, salary range, contract fees, actual gross pension, the value and nature of employer-paid fringe benefits, the basis for and amount of any added compensation (such as expense reimbursements), job title, job description, your education and training background, previous work experience, the dates of first and last employment, your work location, work phone number, badge number, honors and awards received, payroll timesheets and other comparable data used only to account for your work time for payroll purposes (except to the extent that release of timesheet data would reveal the reasons for your use of sick leave, medical leave or other non-public data). Any information collected that is not classified as public (see above) is considered non-public, private or confidential. Some information regarding disciplinary actions is public depending on the status and results of the situation. When requests are received regarding disciplinary actions, City staff contacts the City Attorney's Office for clarification of what information is public.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

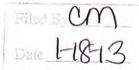
If you have any questions regarding your rights as a subject of data please contact:

City of Minneapolis Human Resources Department Public Service Center - 250 South Fourth Street - Suite 100 Minneapolis, Minnesota 55415-1339 (612) 673-3982

Last Updated: February 28, 2011

*Indicates required info

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339



		Employ	ee Job	Chang	je Forn	1		
*Employee I	D Number:	007162	*Employee	e Name:	Thao, Tou	i .		
*Effective da	ate of Action:	09/23/12	*Action/Re	easons:	Pay Rate Ch	ange Step Increase		-
*Are these c	hanges perman tail?	ent?	✓ Yes	☐ No ✓ No	If tempora	ry, expected end date:		
*Is this a Co	ncurrent Job?		Yes	✓ No				
*Dept Code:	Police Department	- 4000000 ▼	Location (Code:	400	0 Company Code:	MPL (City and MBC	C) ~
*Job Code/J	ob Title: 08170	C Police Officer-C						•
Position Nu	mber (if applicab	le):						
REGULAR/T	EMPORAY/SEA	SONAL STATUS		HOURS	STATUS			
Regular		-		✓ Full-T	ime			
					ime (enter hou	THE PARTY OF THE P		
EMPLOYEE	CLASS				THE PERSON NAMED IN	pproximate hrs per week)):	
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2549 400 12 32	Detail use postive pa	ay group for all records	3):	Classified (WEEK (use 0 for details	or intermittent):	
A STATE OF THE STA	Positive Employee	,,	V					40
Salary Adm Plan	Salary Grade	Current S	Step	New Step	Current	Base Rate	New Base Rat	e
CPO			1	2	25.691			26.975
		JOB EA	RNINGS DI	STRIBUTI	ON (Combo	Code)		
Percent	Earn Code	Fund	Depar	tment	T	ask	Project	Activity
	REG REG REG							
		PROBATION				PROBATION END DAT	TE DATE LAST WORKED	
None	3 Months	6 months	12 mor	nths	Other			
Union Code	New Union Code	Officer Co	de	FICA Status				
		Non-Sworn	✓ Sworn	Exem	pt	Medicare Only	Subject	
Requires SEI (S	tatement of Econor	nic Interest)		☐ No	Yes			
Submitted F	By (type or print	name helow)	0				*Date - ente	r bolow
See attached		nume below,	1/.	of the same of the		1	Date - ente	Delow
Approved B	y (Signature of	authorized depar	tment repre	sentative	below)		*Date - ente	r below
			///////	/	/JV		11-13	-12
If Transfer (Signature of acc	epting departme	ent représer	ntative bel	ow)		*Date - ente	r below
If Transfer o	r Voluntary Den	nontion (Employ	ee Signatur	e below)			*Date - ente	r below
Entered_into	HRIS by (HRIS	Representative S	Signature b	elow)			*Date - ente	r below
Usu Bro		•		•			11-14-1.	

Original: Department Personnel File

Revised:06/2010

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

			EN	ΙP	LOY	EE JO	B CHA	NGE	FOR	M		
Employee	ID Num	bero	7162			Employee	Name Th	a0 T	OU			
Effective I	Date of	action	2-0			Action Coo		,	- 01	Reason Code		
Are these of Is this a Do	etail?	perma		E	Yes Yes Yes	No No	If tempo	orary, indic		ed end date		
Dept. Cod		10	000		1 163	Location Co	ode LVV)	Compa	iny Code	1	
Job Code:		2350				Position Nu	imber (if app	olicable)	Busine	ss Unit:		
Job Title	Co	mn	uni	fy	Serv	ice O	Hicer	_	□ MPL	MN	OTHER	
REGULA	R/TEM	ORA	RY/SEA	SON	AL STAT	US	115		10-12			
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Full Tim	е		5 mm	rt Tin				ntermittent				
EMPL-CL	ASS		п	ours p	er week:	100		pproximate			nomic Interest)	
Certified Appointe Elected	(Civil S	ervice)		Unce	ertified Oth lary	er			es	ient of Eco	nomic interest)	
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Pay Group (If Detail Use sam	MIDE	as regula	arjob) Sta	andar Detail or	d Hours pe		Salary Pla	n AF		Salary Grade		
Current Sala	ry Step		Ne	w Sal	ary Step		S 14.3	ompensation	n Rate	Rate New Compensation I		
JOB EAR	INGS	DISTR	RIBUTIO	N	DALLAND S					, ,,-		
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100	RE		00100	4	00 4/40						1.55.255)	
Length of Pro	bation	Non	ne l	13 N	Months		onth	12 Month		Diber		
Probation En				ed	Current	Union Code		Code Union Code	Officer Co Non-S Sworn	worn	13.43	
Submitted E	By (Print	Name	e):				'					
Approved B	у _	(Signat	Ber ture of auth	H	d department	brish nt representati	ve)			1-13-09	7 Pate	
lf Transfer												
lf Transfer o Voluntary Demotion					departmen	t representativ	e)			D	ate	
Entered in		1	yee Signat Yenu	ure).	ta 1	Ignor .	Date _/-	-13-0	9_	D	ate	
	Distributi	on: Or	iginal: Cer	ntral H	IR (RM 100	PSC) Copy	: Department			Revised: 01/16	/2008	

*Indicates required info

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

Iruea	RA I IVIC
Date_	11/11/14

		Employ	ee Job	Chang	ge Forn	1				
*Employee I	D Number:	007162	*Employee Name: Thao, Tou							
*Effective da	ate of Action:	10/02/16	*Action/Re	easons:	Pay Rate Ch	ange Step Incr	ease			•
*Are these c *Is this a De	hanges permai tail?	nent?	✓ Yes	□ No ☑ No	If tempora	ry, expected en	d date:			
*Is this a Co	ncurrent Job?		Yes	✓ No						
*Dept Code:	POLICE DEPARTM	ENT - 4000000	Location (Code:	C4000	Company	Code:	MPL (City and	MBC)	•
*Job Code/J		OC Police Officer-C								•
Position Nu	mber (if applicat	ole):	00000694							
REGULAR/T	EMPORAY/SEA	SONAL STATUS		HOURS	STATUS					Ý
Regular		_		✓ Full-1	ime					
					Time (enter hou					
EMPLOYEE	CLASS		1		TIED INDICA	pproximate hrs	per week):			
Certified				Classified (i) Oit			-	,
PAY GROUP (if	Detail use postive p	ay group for all record	s):			WEEK (use 0	for details of	or intermittent):		
PDP Police Dept	Positive Employee		~							40
Salary Adm Plan					Current	Base Rate		New Base	Rate	
CPO	01		5		3	32.782			34.4	421
		JOB EA	ARNINGS DI	STRIBUT	ON (Combo	Code)				
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100	REG REG	00100	4002300		- Promoted	- - Promoted 09/08/2009		Factor 3+ years		
		PROBATION				at Calling Control of the Control of the Calling Control of the Call		E DATE LAST	worked worked	
None	3 Months	6 months	12 mor	nths	Other					
Union Code	New Union Code	Officer Co	ode	FICA Status						7
		Non-Sworn	✓ Sworn	Exem	pt	Medica	re Only	Subject	ct	
Requires SEI (S	tatement of Econo	mic Interest)		☐ No	Yes					
Submitted B	y (type or print	name below)						*Date - e	nter below	
Λ								Duto o	itor bolow	
Approved B	y (Signature of	authorized depar	rtment repre	esentative	below)			*Date - e	nter below	
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ii a i alisiei (c	signature grav	cepting departme	ent represer	itative be	iow)			*Daye - e	nter below	
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		Representative	Signature be	elow)				1 1	nter below	
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Original: Department Personnel File

Revised:06/2010

*Indicates required info

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

	Filed By CO
1	Date 11-7-13

		Employ	ree Job	Chang	je Form	1		
*Employee	ID Number:	007162	*Employe	e Name:	Thao, Tou	l.		
*Effective	date of Action:	09/2 2 /1	3 *Action/R	easons:	Pay Rate Ch	ange Step Increase		~
*Are these	changes perma	nent?	✓ Yes	☐ No	If tempora	ry,		
*Is this a D	etail?		Yes	✓ No	indicate e	xpected end da	te: St Entry D	Date 10/02/13
*Is this a C	oncurrent Job?		Yes	✓ No				
*Dept Code	e: Police Department	t - 4000000	Location (Code:	400	0 Company Cod	ie: MPL (City and N	√lBC) ▼
*Job Code		OC Police Officer-C						
Position N	umber (if applical	ole):						
REGULAR	TEMPORAY/SEA	ASONAL STATUS		HOURS	STATUS			
Regular		-		✓ Full-Ti			_	
					ime (enter hou			
EMPLOYE	E CLASS			AND DESCRIPTION OF THE PARTY.	IED INDICA	pproximate hrs per v	veek):	
Certified		-		Classified (C		· · ·		-
PAY GROUP	if Detail use postive p	ay group for all record	s):			WEEK (use 0 for de	tails or intermittent):	
PDP Police De	pt Positive Employee	,						40
Salary Adm Plan	Salary Grade	Current	Ston	New Step	Comment	Base Rate		
СРО		ounent		2 3		26.975	New Base R	
01 0		JOB E	ARNINGS D					28.324
Percent	Earn Code	Fund		rtment		ask	Project	Activity
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None	3 Months	6 months	12 mor	nths	Other	PROBATION END	DATE DATE LAST W	UKKED
						4		
Union Code	New Union Code	Officer C		FICA Status				
		Non-Sworn	✓ Sworn	Exemp	ot	Medicare Onl	y Subject	
Requires SEL	Statement of Econo	mic Interest)		∏ No	☐ Yes			
	By (type or print	t name below)					*Date - en	ter below
	d information							
Approved	100	authorized depa	rtment repre	esentative	below)		*Date - en	1,5
If Transfer	(Signature of 30	cepting departm	ont ronrocou	ntativo bole	244)		10/2	1/3
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		Representative	Signature b	elow)			*Date - en	
UXIDI	au .						19/3/2	213

Original: Department Personnel File

Revised:06/2010

City of Minneapolis APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID: 19849 APPLICANT: Tou Thao RECRUITER: Irene Ghatt

JOB OPENING DATA

Job Opening ID: 19849 Job Opening Status:

010 Open Position Number: 00003496

Job Code: Department:

4000000 Location: C4000 Hiring Manager: Scott Gerlicher

APPLICANT DATA

Applicant ID:

Applicant JO Status: Check Further Status:

Preferred Contact:

13.43

02350C

External Applicant

No

Not Specified

Address:

Phone Number (s): Email Address (es):

Nepotism Declaration:

13.43 - Personnel Data

Police

Community Service Officer-C PT

Community Service Officer-C

POLICE DEPARTMENT

RECRUITMENT DATA

Disposition Status: 090 Hired / 100 - Hired

Referral Source: Referral SubSource: Referral Details:

Total Screening Points:

Application Date:

13.43 - Personnel Data

APPLICATION DATA

Previous City Employment:

No

Can Contact Current Employer:

Employer: Whelan Security Job Title: Security Guard

Address:

1700 West Highway 36

Suite 225

Roseville, MN 55113 USA

Phone:

651 6284010

Start Date:02/11/2007

End Date:

Reason for Leaving: 13.43 - Personnel Data

Comments:

Presently still working there.

Report ID: MHRS003

Page No.

Years of Experience: 1.0

Run Date: 02/11/2008 Run Time: 08:47:25

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

JOB OPENING ID: 19849 APPLICANT: Tou Thao RECRUITER: Irene Ghatt

Job Duties:

Employer:

Cub Foods

Job Title:

Stocker

Address:

5301 36th Ave N

Crystal, MN 55422 USA

Phone:

763 2879996

Start Date:09/01/2004

End Date: 02/09/2007

Years of Experience:

2.4

Reason for Leaving:

13.43 - Personnel Data

Job Duties:

Employer:

Job Title:

Crew Trainer

McDonald's

Address:

244 57th Ave NE

Fridley, MN 55432 USA

Phone:

763 2879996

Start Date:01/02/2000

End Date: 09/01/2004

Years of Experience: 4.7

Reason for Leaving:

13.43 - Personnel Data

Job Duties:

Education

Highest Education Level: D-Some College

Degree:

Associate

Graduated:

No

Graduation Date:

Major:

Law Enforcement

School:

North Hennepin Community Colge

Average Grade:

Training

The applicant did not provide training course information.

Licenses/Certificates

The applicant did not provide license or certificate data.

Languages

Speaking High

Reading

Writing

Hmong

Low

Low

Report ID: MHRS003

Page No. 2

Run Date: 02/11/2008 Run Time: 08:47:25

APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

APPLICANT: Tou Thao

JOB OPENING ID: 19849 RECRUITER: Irene Ghatt

Online Questionnaire

There are no Questions for this Job Opening.

Title:

Tou Thao's resume Community Service Officer opening

Resume: Tou Thao

13.43 - Personnel Data

13.43 - Personnel Data

Education

¿ Fridley High School (Class of 2004)

¿ Currently attending North Hennepin Community College Major: Law Enforcement Expected Gradation: Fall 2008

Job History

¿Security Guard,

02/2007 to Present

Whelan Security

1700 West Highway 36 Suite 225

Roseville, MN 55113

(651) 628-4010

- o Patrol parking lot and direct traffic at all three Boston Scientific
- o Insure safety and security of employees.
- o Respond to emergence situations.

¿Stocker,

09/2004 to 02/2007

Cub Foods

5301 36th Ave N

Crystal, MN 55422

(763) 287-9996

- o Stock and maintain product
- o Operate forklift
- o Help provide costumer services.

¿Crew Trainer,

01/2000 to 09/2004

McDonald:s

244 57th Ave NE

Fridley, MN 55432

Report ID: MHRS003

Page No. 3

Run Date: 02/11/2008

Run Time: 08:47:25

City of Minneapolis APPLICANT PROFILE

JOB TITLE: Community Service Officer-C

APPLICANT: Tou Thao

JOB OPENING ID:19849
RECRUITER: Irene Ghatt

(763) 572-0751

- o Train and supervise other crew members.
- o Maintain and assemble product.

Other Skills

- 13.43 Personnel Data
- ¿ Speak fluent Hmong
- ¿ 7+years of costumer service experience
- ² 13.43 Personnel Data

References

Name:

Ref Type:

Title:

Employer:

Name:

Ref Type:

Title:

Employer:



Report ID: MHRS003

Page No. 4

Run Date:02/11/2008 Run Time:08:47:25

Rank History

Close

Rank History for: Tou Thao Employee ID Number: 007162

Add Rank

Edit	Delete	Rank	Start Date	EndDate	Adjusted Days	Seniority Start Date	Hiring Year	Hiring Order	Reason
Edit	Delete	Palice Officer	1/17/2012		0	1/17/2012	2012		
Edit	Delete	Police Officer	12/20/2009	12/23/2009	0				
Edit	Detete	Police Recruit	9/8/2009	12/19/2009	-	9/6/2009	2009	13.43	
Edil	Delete				0	9/8/2009	2009	13.43	
400	Delice	Officer Service	2/4/2008	9/7/2009	0	2/4/2008	2008		

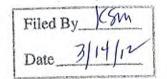
Unit Assignment History

Close

Add Historical Assignment

Assignment(s) for: Tou Thao Employee IO Number: 007162

Edit			Assignment Type	StartDate	EndDate	Name Change
		CSO Program	Primary	2/4/2008	9/7/2009	
		Academy	Primary	9/8/2009	12/22/2009	
		No assignment	Primary	12/23/2009	1/16/2012	
2		Pct 3	Temporary	The second second	4/7/2012	
		Pct 4			7/28/2012	
	227	In-Se			9/8/2012	
		Pct 1			9/8/2012	
		Pct 3			1/12/2013	
		Pct 3 I			1/7/2017	
Edit		Pct 3 i		1/9/2017	7772017	





Police Department

Timothy J. Dolan Chief of Police

350 South 5th Street - Room 130 Minneapolis MN 55415-1389

> Office 612 673-2853 TTY 612 673-2157

> > All MPD Personnel:

RE: Important Message Concerning Email

This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at http://insite/. Electronic communications are public data and must reflect a positive, professional image of the City of Minneapolis

The policy covers all electronic communications, including the City's email, Internal, Intranet and Web Site. Every person who was given or has gained access to the City's computer system is responsible for adhering to City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Any one who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

Employees are prohibited from intentionally viewing, sending or disseminating inappropriate email materials, including harassing, threatening or obscene materials (any materials with ANY sexual connotation). You are encouraged to advise anyone who sends or disseminates such inappropriate materials to stop from doing so. If you view such materials or receive such materials from a City employee, vendor, volunteer or other agent of the City, report it to your immediate supervisor, the Human Resources Generalist, or the Minneapolis Police Department's Internal Affair Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

Sincerely,

Timothy J. Dolan

Name Tou THAO Employee Number 007162

(Printed)

Signature Date [-17-2012

Call Minneapolis

City Information and Services

www.ci.minneapolis.mn.us Affirmative Action Employer

POLICE COMMUNITY SERVICE OFFICER (CSO) LOAN AGREEMENT

THIS AGREEMENT, entered into this day of , 2008, by and between the City of Minneapolis (hereinafter called the "City") and Tou Thao (hereinafter called Community Service Officer (CSO)).
WHEREAS, the City is in need of Police Officer Standards and Training (POST) Board certified people to become police officers in the City of Minneapolis Police Department; and
WHEREAS, the City is willing to assist people to become POST Board certified and to become police officers in the Minneapolis Police Department by assisting them in developing skills to become police officers, while they are performing CSO duties and providing education and training to interested and qualified candidates; and
WHEREAS, the City is willing to provide tuition to candidates for CSO for the costs of the education and training if the candidates, after being hired as Minneapolis CSO remain with the City for the duration of the CSO program and as police officers for an additional two years; and
WHEREAS, if the candidate for CSO fails to complete two full years of service with the City as a police officer after being successfully educated and trained through the CSO program, the candidate shall be required to reimburse the City for some or all tuition as provided herein.
NOW, THEREFORE, the parties hereto do mutually agree as follows:
 The fair and reasonable cost and market value of the tuition portion of the POST training education and training program is \$7,600.00.
 The City agrees to lend up to \$7,600.00 to the CSO to cover the costs of tuition. The CSO agrees to borrow up to \$7,600.00 from the City to pay for the costs of tuition.
3. For every month of full time service as a Minneapolis police officer that the employee completes, the \$7,600.00 loan shall be reduced by \$317.00. For CSOs requiring less than one year of POST training and education, the repayment loan shall reflect the actual tuition amount, but not lower than \$3,000. For CSOs hired with their 2-year law enforcement degree, a separate Loan Agreement is required. At the end of the two full years of service as a Minneapolis Police Officer, the entire \$7,600.00 loan (or actual loan amount) shall be considered satisfied and paid in full. However, if the CSO leaves the Minneapolis Police Department prior to serving two full years as a
police officer, the CSO shall immediately pay to the City the entire balance owing on the loan. 4. Any police CSO or police officer who is involuntarily terminated from the program or from employment shall be
excused from repayment of any outstanding loan balance. 5. CSO agrees that as soon as the Police Community Service Officer program has been completed they will complete the testing process required for the position of police officer and advance to the position of police officer for the City at the next available opportunity. CSO agrees that they will continue with the City in the capacity of CSO from the completion of the CSO program until they begin employment as a police officer recruit.
2/04/, 2008
20mo
Police Community Service Officer (CSO)
CITY OF MINNEAPOLIS
Collaway Collaway Collaway Collaway
Pre-Service Training Lieutenant CSO Sergeant

City of Minneapolis Human Resources Department

Employee ID Number 007162 Effective Date of Action Code 200762 Effective Date of Action Feason Code REGULAR Action Reason Code REGULAR Are hease changes permanent? I 2/29209 Are hease changes permanent? I 2/958				EM	PLOY	EE JOI	B CHANGE	FOR	M			
Action Code Action Action Reason Code REGULAR REGULAR REGULAR Results			ber			Employee						
Az Az Hose changes permanent? Yes St No If temporary, indicate expected end date St St St Detail? Yes St No No If temporary, indicate expected end date St St St Detail? Yes St No No MPL			ction			Action Cod		Action Re	ason Code			
Are these changes permanent? Is this a Detail? Yes						100000000000000000000000000000000000000	7.T.H. Madeley					
Is this a Detail? Dept. Code 4000000 Dept. Code 4000000 Dobt Code: 08170C Dobt Title POLICE OFFICER REGULAR/TEMPORARY/SEASONAL STATUS Regular (Permanent) Part Time Hours per week: EMPL-CLASS Certified (Civil Service) Approximate hours per week: EMPL-CLASS Concurrent Job Classified (City & Park) Detail Permit Permit Permit Detail Permit Permit Permit Detail Detail Detail Permit Permit Detail Det	Are these of	hanges	permane	ent?	✓ Yes			ate expect	ed end dat	AK		
Dept. Code 4000000						☑ No				1		
A000000 C4000 C4			job?		Yes	✓ No						
Job Code 08170C	Dept. Code	40000	20			Location Co	ode	Compa	ny Code	N. Comment		
OB170C Job Title POLICE OFFICER REGULAR/TEMPORARY/SEASONAL STATUS Regular (Permanent)		40000	00							IPL		
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POLICY & PROCEDURE MANUAL

I understand that I am accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Police Department Policy and Procedure Manual and that I will be held accountable for abiding by the policies and procedures contained therein.

I have read the instructions and understand how to access the online electronic version of the Minneapolis Police Department Policy and Procedure Manual.

If you do not understand how to access the online manual, see your immediate supervisor for training until you are able to successfully access the online manual.

NAME:	Tou THAO
	(Please print)
SIGNED:	2200
BADGE/EN	MPLOYEE #:
DATE:	1-17-2012

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY

Filed By Kgm

Date 3/14/17

Electronic Communication Policy Employee Acknowledgement

I have received an electronic or paper copy of, or reviewed the CityTalk version of

the revised City's Electronic Communication Policy approved by the Council on September 2, 2005 and effective September 10, 2005.

I understand that I am accountable for knowing and abiding by the Electronic Communication Policy and that I will be held accountable for abiding by this policy and its procedures. I understand how to access the online version of the Electronic Communication Policy in the CityTalk Policy Library.*

(*If you do not understand how to access the online Policy Library, see your immediate supervisor for training until you are able to successfully access the Library.)

I understand that this receipt is filed with my personnel records

Signature _	Do	
Employee	# 007162	
Date	1-17-2017	

*Indicates required info

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

Filed	BCL	\mathcal{D}
Date	11-2	5-14

		Employ	yee Job	Chang	e Forn	n —					
*Employee I	D Number:	007162		e Name:	Thao, To						
*Effective da	ate of Action:	09/21/	14*Action/R	Reasons:	Pay Rate	Change Step Increase					
*Are these c	hanges perma	nent?		☐ No	If tempor	arv.					
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UsuBn							10/15				

Original: Department Personnel File

Revised:06/2010

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

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Revised July 2006

NOTICE TO NEW HIRES: YOUR RIGHTS AS A SUBJECT OF DATA (PLEASE READ THIS IMPORTANT INFORMATION)

YOUR RIGHTS AS A SUBJECT OF DATA

In accordance with the Minnesota Government Data Practices Act we must inform you of your rights as a subject of data.

Some of the information required on the attached Hire Form is classified as private data under the Government Data Practices Act. We need this information in order to process your payroll and benefits and to maintain employment records as required by the City Charter.

Social Security Number is required as an identifier for payroll processing, tax withholding and reporting, processing benefits to which you are entitled, and maintaining employment history records as mandated by the City Charter and other laws. Your address is required so that your paycheck or direct deposit notice can be mailed to you. Your home phone number may be used to contact you if necessary. Your Date of Birth is required for benefits and pension administration. Emergency Contact information is requested (but not required) to allow us to quickly contact the person(s) you designate in case of an emergency. Your Driver's License information may be required if you will be driving City vehicles.

You are not legally required to supply race, gender, age, and disability data. If you supply that information, it will be used in summary form to monitor protected class employment and to meet federal, state and local reporting requirements.

If you choose to withhold essential data (other than race, gender, age, disability, phone numbers or emergency contacts) we may not be able to process your hire.

The data we collect about you is classified as either PUBLIC or PRIVATE. "Public" means that it is available to anyone who asks to see it. "Private" means that the data is only available to the person the information is about (you) and to staff who must see it in the normal course of conducting City of Minneapolis business, and as otherwise provided for by law. Data collected on, or in response to, your hire that is classified "Private" may be used by City of Minneapolis Human Resources and supervisory personnel who require access to the information in order to perform their job functions. It may be shared with a labor union, if applicable, with the Public Employee Retirement Association (PERA) or other organizations at your request. It may also be shared as required by current or future laws.

The following data which the City of Minneapolis collects on you as an employee is "Public":

Name, actual gross salary, salary range, contract fees, actual gross pension, the value and nature of employer-paid fringe benefits, the basis for and amount of any added compensation (such as expense reimbursements), job title, job description, your education and training background, previous work experience, the dates of first and last employment, your work location, work phone number, badge number, honors and awards received, payroll timesheets and other comparable data used only to account for your work time for payroll purposes (except to the extent that release of timesheet data would reveal the reasons for your use of sick leave, medical leave or other non-public data). Any information collected that is not classified as public (see above) is considered non-public, private or confidential. Some information regarding disciplinary actions is public depending on the status and results of the situation. When requests are received regarding disciplinary actions, City staff contacts the City Attorney's office for clarification of what information is public.

Be advised, any information you provide as an applicant or employee during your service with the City of Minneapolis, may be used by the City for a variety of purposes under human resources rules, collective bargaining agreements or as required by law. This includes, but is not limited to, performance appraisals and discipline.

If you have any questions regarding your rights as a subject of data please contact:

Human Resources Department Public Service Center 250 South Fourth Street - Suite 100 Minneapolis, Minnesota 55415-1339 (612) 673-2282

Revised June 2006

Hire Form - Part 2 (Supplemental Information)

Employee ID or Social Secu	rity Number	Employee Name				Hire Date (Start Date)			
007162		To	TOU THAO				2/4/2008		
MAILING ADDRESS (I				Personal Info	mation/Modify	a Pers	on /Contact Information		
Street Address		Apt#	City		State	Z	ip		
ADDITIONAL OR FOR	MER NAME (Opt		Workforce Administr	ation/Persor	nal Information/F	Siograp	hical/Additional Name		
Name Type (such as "Preferre "Legal" etc.)	ed" "Maiden" "Former"		e Part: Full Last First	Nam		riograp	THOUR TOURING		
EMERGENCY CONTAC		Varkforos A	dministration/Dames	al la farmatia	s/Demand Dale		/E		
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13	.43 - Persoi	nnel D	3.4 s - Mar 1 - Mar 1 - Co - 1 -				sonnel Data		
Street Address	. 10 1 01001	Apt#	City		State	Zip			
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(Indicate Type such as Cell, FAX, Business, etc.)	13.43 - Pers	sonnel	Area Code		Phone Numb	er			
EMERGENCY CONTAC	T - ADDITIONAL			al Informatio	n/Personal Rela	tionshi	ps/Emergency Contact		
Contact Name			Relationship to E	mployee		& phon	e number as Employee?		
Street Address		Apt #	City		State	Zíp			
Phone Numbers	Home Phone		Area Co	ode	Phone Number				
	Other Phone: Type:		Area Co	ode	Phone Numbe	r			
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ENTERED IN HRIS BY					DATE ENTER	_	PHONE:		
Distribution: Original - Centra	I Human Resources (Po	om 100 Pub	lie Sonice Center) C	anian Emple	was and Danadm	ont Day	mannal File		

Revised July 2006

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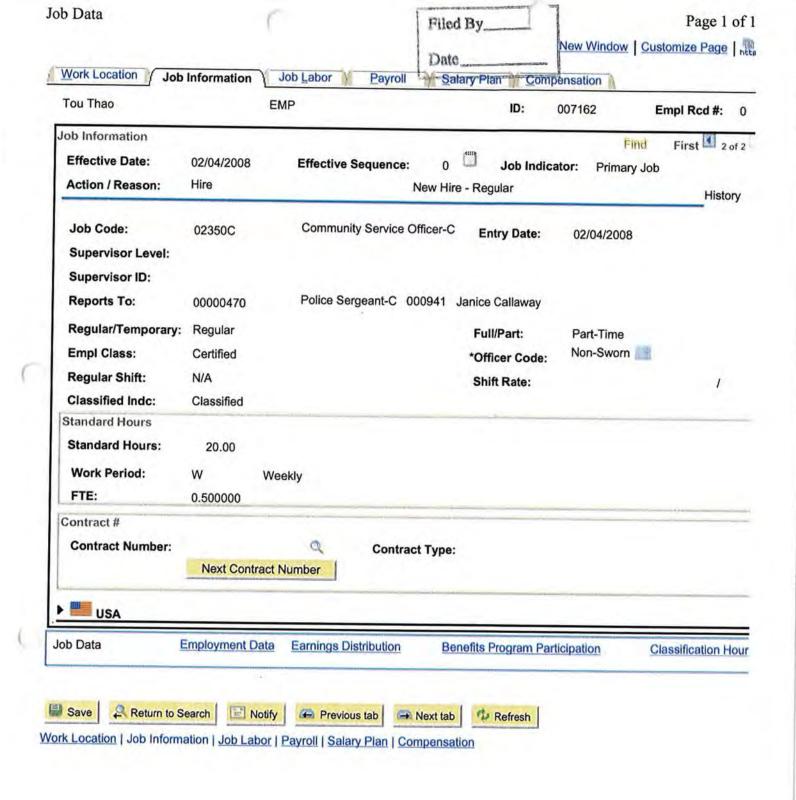
Name, actual gross salary, salary range, contract fees, actual gross pension, the value and nature of employer-paid fringe benefits, the basis for and amount of any added compensation (such as expense reimbursements), job title, job description, your education and training background, previous work experience, the dates of first and last employment, your work location, work phone number, badge number, honors and awards received, payroll timesheets and other comparable data used only to account for your work time for payroll purposes (except to the extent that release of timesheet data would reveal the reasons for your use of sick leave, medical leave or other non-public data). Any information collected that is not classified as public (see above) is considered non-public, private or confidential. Some information regarding disciplinary actions is public depending on the status and results of the situation. When requests are received regarding disciplinary actions, City staff contacts the City Attorney's office for clarification of what information is public.

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If you have any questions regarding your rights as a subject of data please contact:

Human Resources Department Public Service Center 250 South Fourth Street - Suite 100 Minneapolis, Minnesota 55415-1339 (612) 673-2282

Revised June 2006



Grade Policy for Minneapolis Police Community Service Officer Program

1_	Tou	THAO	have read and understan	d the following:
	CSO's R	Printed Name		
		s Community Colle ege catalog, which	ege policy on grades as stated win reads as follows:	ithin the Minneapolis
	course, techniqu technica enforcei	38 credit curricului ues. The law enfoi al skills needed to a ment courses are c	d to the Law Enforcement Program that introduces them to law encement courses help students dassume entry-level positions as a conducted at MCC's Energy Park "C" grade in each of the profess	forcement theories and levelop the academic and urban peace officers. The law k campus in St. Paul. Students
grad	de, 2.0 GPA,	in each of the pro-	nt also requires that police CSOs fessional courses. Failure to do polis Police Department.	
Con	nmunity Ser	vice Officer Signatu	ure	02/04/2608 Date
\(\rac{1}{Vitr	My Seed Signatur	Call	laway	2/5/08



Minneapolis
City of Lakes

Police Department

Timothy J. Dolan Chief of Police

350 South 5th Street - Room 130 Minneapolis MN 55415-1389

> Office 612 673-2853 TTY 612 673-2157

All MPD Personnel:

RE: Important Message Concerning Email

This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at http://insite/. Electronic communications are public data and must reflect a positive, professional image of the City of Minneapolis

The policy covers all electronic communications, including the City's email, Internal, Intranet and Web Site. Every person who was given or has gained access to the City's computer system is responsible for adhering to City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Any one who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

Employees are prohibited from intentionally viewing, sending or disseminating inappropriate email materials, including harassing, threatening or obscene materials (any materials with ANY sexual connotation). You are encouraged to advise anyone who sends or disseminates such inappropriate materials to stop from doing so. If you view such materials or receive such materials from a City employee, vendor, volunteer or other agent of the City, report it to your immediate supervisor, the Human Resources Generalist, or the Minneapolis Police Department's Internal Affair Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

Sincerely,

Timothy J. Dolan

Name TOU THAO	Employee Number CO 7162
(Printed)	
Signature	Date 02/04/2008
(Acknowledging Receipt)	



www.ci.minneapolis.mn.us Affirmative Action Employer Name: Thao, Tou SSN: 13.43

SOC 1110 Introduction to Sociology

HIST 1110 Hist of West Civ Pre 1550

ENGL 1111 Fresh Engl I

* * * END OF ACADEMIC TRANSCRIPT * * *

North Hennepin Community College Undergraduate Academic Record 7411 85th Ave N. Brooklyn Park MN 55445

Date of Issue: 04/02/2007 Page: 1 of 1 Student Campus ID:

Course

Credit Grade

Student Number:

Earned Credit

Credit

13.43

Pts

GPA

Course Credit GPA GPA Subj Nbr Title Credit Grade Earned Credit Pts Anoka-Ramsey Community College, Accepted term: Summer 2005 UNDG SEMESTER Credits Accepted in Transfer: ***** North Hennepin Community College ***** Summer 2005 Special 13.43 - Personnel Data Fall 2005 Major: Law Enforcement Freshman SOC 1720 Police & Commun SOC 1110 Introduction to Sociology 13.43 - Personnel Data MATH 0902 Interm Algebra ENGL 1111 Fresh Engl I Personnel Data Spring 2006 SPCH 1110 Prin Intpr Comm SOC 1730 Juvenile Just 13.43 - Personnel Data GEOG 1010 Physical Geog Personnel Data Fall 2006 Sophomore SOC 1750 Famil in Crisis SOC 1710 Int Crim Justic 13.43 - Personnel Data PSYC 1165 Psychology of Adjustment PHIL 1020 Ethics ENGL 1111 Fresh Engl 1 .43 - Personnel Data Spring 2007 SOC 2210 Minority Groups

13.43 - Personnel Data

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Subj Nbr Title

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NORTH HENNEPIN COMMUNITY COLLEGE

Authenticity

This transcript is official only if it bears the raised seal of North Hennepin Community College and the signature the Director of Admissions/Registration.

Release of Information

In accordance with the Family Educational Rights and Privacy Act of 1974, as nended, release of this record or disclosure of its contents to any other party thout the written consent of the student is prohibited.

Accreditation

North Hennepin Community College is a member of the Minnesota State Colleges and Universities system and is accredited by the North Central Association of Colleges and Secondary Schools. Many specialized programs also have professional accreditation.

Institutional History

North Hennepin State Junior College was established in 1966. In 1973 North Hennepin State Junior College changed its name to North Hennepin Community College.

North Hennepin Community College is a part of the Minnesota State Colleges and Universities system and is located in Brooklyn Park, MN.

Credits

dits are recorded in quarter hours through Summer Session II 1998. Luginning Fall Semester 1998, credits are recorded in semester hours.

Course Numbering System

Quarter courses numbered below 100 and semester courses numbered below 1000 are developmental and not applicable to any degree or award (note > symbol). Courses offered via consortium agreement with other institutions have the designation CC 1000.

Grades and Symbols

A Excellent

AU Audit

Above average B

C Average

Below average D

Failure

HA/B Denotes course taken for honors credit

Incomplete

No credit (no longer used as of Summer 1992)) N -

NC No credit

Pass

S Satisfactory (no longer used as of Spring 1999) u

Unsatisfactory (no longer used as of Spring 1972)

Repeat (credits of corresponding course are noted in parentheses) R V

Audit (no longer used as of Fall 1998)

W Withdrawal

Grade not submitted (course may be in progress) Z

Not applicable to degree

Awards Granted

Associate in Arts Associate in Applied Science Associate in Science Occupational Certificate



December 9, 2009

Minneapolis City of Lakes

Officer Tou Thao Minneapolis Police Department 350 South 5th Street, Room 130 Minneapolis, MN 55415

Subject: Layoff Notice

Dear Officer Thao:

The government of the State of Minnesota has proposed significant cuts in Local Government Aid (LGA) to Minneapolis through the end of 2009, with additional cuts impacting the 2010 budget. A large portion of the Police Department budget is funded through Local Government Aid from the State of Minnesota. As a result, the Police Department has been asked to formally address approximately \$13 million in budget reductions for 2009 and 2010 to accommodate our share of these state cuts.

There is no way to cut this amount of money from the budget without reducing the number of officers working for the Police Department. Unfortunately, we are in the position of being forced to let go of valued employees. To minimize the impact of these cuts, the Police Department will be implementing our budget plans immediately.

This letter is to advise you that your last day of work will be December 22, 2009, and that the Police Officer position you currently hold will be eliminated effective December 23, 2009. Your name will be placed on a layoff list, which has a three-year time limit for recall.

Pursuant to the terms of the current collective bargaining agreement between the City of Minneapolis and The Minneapolis Police Federation, you are being given 14 days notice of the elimination of your position. You will be fully employed until the date indicated above. Your rights, including the continuation of health benefits for a prescribed period of time, any displacement rights contained in your collective bargaining agreement or the civil service rules, and all other reemployment rights contained in either of those documents will be provided to you over the next few days. If you have questions regarding your pension status or deferred compensation account, please contact the applicable organization directly. The phone numbers for the appropriate agencies are provided to you with your layoff packet. Please review the information in your layoff packet and feel free to ask any questions. Also, remember to keep your current contact information updated with the Police Department and the City's Human Resources Department. The Police Department contact person is Bryan Seboe (612-673-2792).

I want you to know that the decision to eliminate your position is required by the need for downsizing in the City and is not reflective of your job performance or your value to the citizens of Minneapolis. We have incredibly competent and hardworking employees; none of us wants to see our folks lose their jobs, unfortunately, it cannot be avoided. We greatly appreciate your service to the City of Minneapolis and look forward to the day when we can welcome you back into the Police Department.

NOTICE TO VETERANS

If you are a veteran, under the Veterans Preference Act, you have certain due process rights, including the right to appeal to the state district court in Minnesota for a writ of mandamus compelling reinstatement and back pay if you believe the reduction in force that led to the change in your employment status was not done in good faith. You must appeal to the district court in Minnesota within 60 days of the date your employment status actually changed. You do not have the right to petition the City of Minneapolis Civil Service Commission for a hearing regarding the reduction in force that led to the change in your employment status.

Sincerely,

Tim Dolan (Police Chief

Minneapolis Police Department



Filed by Ksm Date 3/14/12

Department of Human Resources

250 South 4th Street - Room 100 Minneapolis MN 55415-1384

Office 612-673-2282 Fax 612-673-2508 Job Hotline 612-673-2489 TTY 612-673-2157

December 9, 2011

Tou Thao

13.43 - Personnel Data

Subject: Recall from Layoff Notification

Dear Mr. Thao:

The purpose of this letter is to confirm our telephone conversation on December 7, 2011.

The Minneapolis Police Department currently has vacancies for the position of Police Officer. As a person on the Police Officer layoff list, you were verbally offered the opportunity to exercise your recall rights per Civil Service Rule 12.04 (Re-employment of Laid Off Employee). You verbally accepted the offer of re-employment. It was explained to you that your recall is contingent upon successfully completing and passing a Background investigation and a medical exam. If and when you complete both contingencies, your re-employment date will be:

DATE:

Tuesday, January 17, 2012.

LOCATION:

Special Operations Center (SOC)

4119 Dupont Avenue North

Minneapolis, MN 55412

TIME:

0800 Hours

If you have any questions, please contact me at (612) 673-2792.

Sincerely,

Bryan Seboe

Human Resources Generalist Minneapolis Police Department

Cc:

John Delmonico, Police Officer's Federation of Minneapolis

Deb Krueger, Human Resources

Personnel File

*Indicates required info

City of Minneapolis Human Resources Department 250 South 4th Street, Room 100 Minneapolis, MN 55415-1339

Filed B	y Ksy
Date	3/14/12

	4	Employ	ee Job	Chan	ge Forr	n		
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*Effective d	Effective date of Action: 01/17/12					Recall from Suspension/Layoff From Lay-Off		
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*Is this a De	etail?	Yes	✓ No		expected end da	te:		
*Is this a Co	oncurrent Job?		Yes	✓ No				
*Dept Code	Police Department	- 4000000 ▼	Location (Code:	C4000	Company Cod	le: MPL (City and N	∕IBC) ▼
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