

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police

SUBJECT: Police Officer Position

DATE: February 14, 2017

BACKGROUND

At the February 7, Police Commission meeting I advised the Commissioners that Officer Jake Edwinston had received a conditional offer from Scott County. They felt we should check to see if any of the part-time officers would be interested in the position, and if not that we begin the process to hire a replacement officer.

Officer Edwinston has given his notice and his last day working will be March 2, 2017. I checked with our part-time officers and neither is interested in moving to a full-time position. Based on the recommendation of the Police Commission, I am requesting Council approval to fill the vacant position created by Officer Edwinston's resignation. I would like to get a position posting out and begin accepting applications by Friday February 24. That would allow the position to be posted for a week before Officer Edwinston is done. The tentative timeline is below.

Accept applications until March 9. Score applications by March 14. Conduct interviews during the week of March 20. Conduct second interviews between March 29 – 31. Begin background investigation process April 7. Conditional offer and conduct medical evaluations April 21. Final Offer May 3.

I am comfortable with this timeline and will keep the Police Commission updated as we reach key points along the process.

REQUESTED COUNCIL ACTION

Motion and approval accept Officer Edwinston's resignation and approve to fill that vacant position as recommended by the Police Commission.



CANNON FALLS POLICE DEPARTMENT

JEFFREY L. McCORMICK - Chief of Police

918 River Road • Cannon Falls, MN 55009

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2/15/2017

Chief Jeffrey McCormick
Cannon Falls Police Dept.
918 River Rd.
Cannon Falls, MN 55057

Chief McCormick,

Please accept this letter as notice of my resignation from my position as Police Officer with the City of Cannon Falls. My last day of employment will be March 2nd, 2017.

I received an offer to serve as a Deputy Sheriff for the Scott County Sheriff's Office. After careful consideration I have accepted the position, as it is in the best interest for my fiancé and I.

It has been a pleasure working for you and the City of Cannon Falls over the last three years. As I have said before, I owe the City of Cannon Falls a great deal of gratitude for the opportunity to serve as a Police Officer. It has been a pleasure to work for you and I have learned a lot from you and your staff. I will say it again before my last day, but this is a great agency to work for and would recommend it to anyone.

I would like to help with the transition of my duties so things continue to function smoothly after my departure. I will make certain that all reports and records are updated before my last day of work.

Chief McCormick I wish you and the rest of the Police Department staff all the best and I look forward to staying in touch with you. A copy of this letter will be placed in your mailbox and provided to Human Resources. You can email me anytime at edwinson@charter.net or call me at 612-247-6392.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Edwinson", written over a horizontal line.

Jacob Edwinson