



City of Key West

Office of Human Resources
1300 White Street - P.O. Box 1409

Key West, FL 33040

Telephone (305) 809-3714 / Fax (305) 809-3719

Website: Cityofkeywest-fl.gov



Application for Employment

PLEASE PRINT

Date: 09-25-2018

Name STEVEN J. MORTENSON

Street

City

State:

Zip Code:

CELL PHONE:

HL:

How were you referred to us?

☐

Newspaper ad
Current Employee

☐

School
Agency

☒

On my own
Other

Name of referral source:

Please note: This application form was designed for use by persons applying for various types of positions clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Specific position for which you are applying: EXECUTIVE DIRECTOR - CITIZEN REVIEW BOARD
Do you wish to work: ☒ Full time: ☐ Part time: ☐ Temporary? If part time, specify hours or days:

What is your minimum weekly salary requirement: OPEN

Date available for work: AFTER 2 WEEK NOTICE WITH CURRENT EMPLOYER

Do you have any commitments to another employer that might affect your employment with us? NO

If applicable, do you have a driver's license: D Type MIN State 11-13-2018 Expires

SKILLS

Typing speed 25-30 words per min. Typing test attached Yes ☒ No (Must be attached if required)

Years of Computer experience: Type: DESK TOP / LAP TOP SQUAD LAP TOP

Software: ALL MICROSOFT OFFICE MICROSOFT OUTLOOK LETG

Business machines you can operate: COMPUTERS, FAX, COPIER

Other Equipment: MOTOR VEHICLES - POLICE RELATED EQUIPMENT

**THE CITY OF KEY WEST IS A DRUG FREE WORKPLACE,
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER**

E-Verify Identification # 1007014

To be considered, a signed completed application AND a signed job description
MUST be submitted to the Office of Human Resources

Revised 12/2016

EDUCATIONAL DATA:

SCHOOL	Print Name, Address, City, State & Zip	Year Graduated/ Completed	Course Type/ Major Degree/Certificate
High School	Irondale Senior High	1986	Diploma
	2425 Long Lake Rd New Brighton MN		
College	Alexandria Technical College ⁵⁵¹¹²	1988	Law Enforcement A.S. Degree
	1601 Jefferson St, Alexandria MN 56308		
Trade, Business, or Correspondence	FBI National Academy 194th	1998	440 hours of Upper Management Criminal Justice
	Quantico, VA		
Other			

GENERAL INFORMATION

If hired, are you able to provide us with proof of identification and employment eligibility? ☒ Yes ☐ No

Have you ever been **CONVICTED** of a criminal offense? ☐ Yes ☒ No Date: _____

Place: _____ Nature: _____

(NOTE: A yes answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with the City? ☐ Yes ☒ No If yes, when? _____

Have you previously been employed by the City? ☐ Yes ☒ No If yes, when? _____
In what position(s)? _____

Do you have relatives employed here? ☐ Yes ☒ No If yes, please list name(s) department(s) and relationship(s): _____

Person to be notified in case of emergency:

Name: Kim Mortenson Telephone: _____

Address: _____ Relationship: Spouse

REFERENCES

Please list at least (3) three personal references, omitting former employers and relatives.

Name	Address	Occupation	Telephone
Tim Hilleshiem	Vadnais Heights MN	Utility Superintendent	612-865-8268
Kim Baumann	Lakeville MN	Taste Tester	612-280-7392
Mike Friendt	Andover MN	IT Technician	763-234-8376

EMPLOYMENT HISTORY - List all employers

Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary). **(PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT RECORD.)**

EMPLOYED		Job Title <u>Chief of Police</u>	Employer Name, Address, Telephone:
FROM: <u>10/2010</u>		Supervisors Name/Title:	<u>City of Eiko New Market (Police)</u>
TO: <u>Present</u>		<u>Thomas Terry</u> <u>City Administrator</u>	<u>66</u> <u>54</u>
YOUR SALARY		Duties: <u>Manage Day to Day Operations of the</u>	
START	END	<u>Police Department. Manage Department Budget: Personnel,</u>	
<u>\$82,000</u>	<u>\$105,040</u>	<u>Respond to Citizen Complaints / Officer Discipline Issues</u>	
Reason for Leaving: <u>Retirement</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYED		Job Title <u>Asst. Police Chief</u>	Employer Name, Address, Telephone:
FROM: <u>7/2006</u>		Supervisors Name/Title:	<u>City of Redwood Falls (Police)</u>
TO: <u>10/2010</u>		<u>Keith Myetzel</u> <u>City Administrator</u>	
YOUR SALARY		Duties: <u>Assist Chief of Police with all operations of</u>	
START	END	<u>the Police Department. Conduct Internal Affairs</u>	
<u>\$64,000</u>	<u>\$72,000</u>	<u>Investigations Regarding Officer Misconduct</u>	
Reason for Leaving: <u>Hired as Chief of Police</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYED		Job Title <u>Loss Prevention Manager</u>	Employer Name, Address, Telephone:
FROM: <u>9/2005</u>		Supervisors Name/Title:	<u>Kowalski Inc / Rainbow Foods</u>
TO: <u>6/2006</u>		<u>Mike Santimano</u>	<u>No longer a Company</u>
YOUR SALARY		Duties: <u>Manage Loss Prevention Personnel</u>	
START	END		
<u>\$64,000</u>	<u>\$64,000</u>		
Reason for Leaving: <u>Hired by City of Redwood Falls</u>		May we contact? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
EMPLOYED		Job Title <u>Sergeant</u>	Employer Name, Address, Telephone:
FROM: <u>10/1989</u>		Supervisors Name/Title:	<u>City of Eiko New Market (Police)</u>
TO: <u>9/2005</u>		<u>Dave Pechia (Retired)</u> <u>Chief of Police</u>	<u>66</u> <u>54</u>
YOUR SALARY		Duties: <u>Supervision of Officers. Manage Department</u>	
START	END	<u>Budget. Conduct Internal Affairs Investigations</u>	
<u>\$30,000</u>	<u>\$64,000</u>	<u>Regarding Officer Misconduct.</u>	
Reason for Leaving: <u>Hired at Kowalski's / Rainbow Foods</u>		May we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

MILITARY EXPERIENCE:

Were you in U.S. Armed Forces? ☐ Yes ☒ No Branch: _____
Dates of duty: From : _____ To: _____ Rank at Separation _____ Briefly describe your duties: _____

Are you a member of the National Guard or a Reserve Unit? ☐ Yes ☒ No Status: _____

Are you claiming Veterans Preference ? ☐ Yes ☒ No Are you a resident of the State of Florida? ☐ Yes ☒ No
If you are claiming Veteran's Preference you must provide the following with your application:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a **DD-214**, or military discharge papers or equivalent certificate from the Veterans Administration, listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, Veterans Administration of the Division, certifying that the veteran has a service connected disability.

NOTE: The fact that you have served in the military does not automatically entitle you to Veteran's Preference. Florida Department of Veterans Affairs, Division of Veterans Benefits and Assistance, Chapter 55A-7, reads as follows: "'Veteran' or 'wartime veteran' is as defined in Section 1.01 (14), F.S. [Florida Statutes (2013)]. (a) The veteran must have served at least 1 day during a wartime period to be eligible for veterans' preference. Active duty for training shall not be allowed for eligibility. (b) A veteran who has served in a campaign or expedition for which a qualifying campaign badge or expeditionary medal has been authorized (including any armed forces expeditionary medal or global war on terrorism medal) is eligible for preference pursuant to Section 295.07, F.S." If an applicant claiming veteran's preference for a vacant position believes he or she was not afforded employment preference in accordance with the law/rules, the applicant may file a complaint with the Department of Veterans' Affairs at 9500 Bay Pines Blvd, Room 214, St. Petersburg, Florida 33708. A complaint must be filed within twenty-one (21) days after the notice of hiring decision, or within three (3) months of the date the application was filed with the employer if no notice of selection was given.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.)

*Attended the FBI National Academy 194th Session
Multiple training classes in Cultural Diversity, Implicit Bias, Conducting
Internal Affairs Investigations, Writing Policy Procedure*

AGREEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS, AND POLICIES OF THE CITY OF KEY WEST.

I HAVE READ AND SIGNED THE JOB DESCRIPTION FOR THE POSITION IN QUESTION. I UNDERSTAND AND AGREE THAT THE JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME. THERE IS NOTHING TO KEEP ME FROM FULFILLING THE DUTIES AS LISTED.


SIGNATURE OF APPLICANT

09-25-2018
DATE

September 25, 2018

City of Key West
Office of Human Resources
1300 White Street – P.O. Box 1409
Key West, FL 33040

Attention: Human Resources

I am very interested in the position of Executive Director – Citizen Review Board. As you will see from my application, my entire professional career has been involved in law enforcement. I am approaching 29 years of service and feel that with all of my training and experience in law enforcement, I would be a great asset for this position.

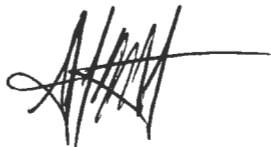
Twenty three of my twenty nine years of law enforcement experience has been in some sort of management position. I have supervised police officers during that 23 years which I have reviewed police reports for accuracy, detail and content. I have had the experience of reviewing Use of Force incidents for each of the 3 police departments I have worked for and conducted several Internal Affairs Investigations involving officer misconduct.

I am planning on retiring from law enforcement in December 2018. My wife and I are in the process of selling our house in MN and moving down to Key West shortly after this. We currently are looking at homes to buy in Key West.

I'm looking forward to an opportunity to interview for this position at which time I can explain in much greater detail my experience and training that would make me a valuable asset for this position. It will also allow me to elaborate on my wife's and I plan on moving to Key West and becoming active citizens in the community.

If you have any questions for me, please don't hesitate to contact me at

Respectfully,


A handwritten signature in black ink, appearing to read 'Steve Mortenson', with a long horizontal line extending to the right.

Steve Mortenson



MINNESOTA
DRIVER'S LICENSE
Minnesota

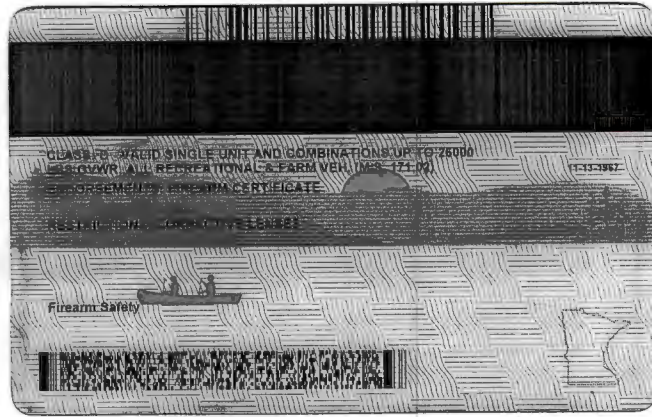
STEVEN JOHN MORTENSON



Date of Birth 11-13-1967
Sex M Eyes HZL Class D
Height 5-11 Weight 185
ISSUED 11-2014 EXPIRES 11-13-2018

G547067503116

AA 10/28



KEVIN MADOK, CPA
CLERK OF THE CIRCUIT COURT & COMPTROLLER
MONROE COUNTY, FLORIDA



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Records Online Search Traffic/Criminal Cases

All Court case data entered on or before 10/4/2018 is available for viewing.

No records were found that match your criteria.
Please modify your criteria and try again.

Defendant Name: (Last Name, First Name)

Date From: To: (MM/DD/YYYY)

OR

Case Number: (XX X 99 9999999) [Need more help?](#)

OR

Uniform Case Number (UCN): (99 9999 XX 999999 999X XX or 99 9999 XX 999999 X999 XX) [Need more help?](#)

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Arrest Search Results



No results were found for the search criteria that you entered:

Steven Mortenson

[Return to Home Page](#)

[Search Again](#)



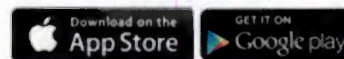
The Monroe County Sheriff's Office is a state and federally accredited law enforcement agency.



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If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and have difficulty accessing information on Keyso.net, please contact us and provide the URL (web address) of the material you tried to access, the problem you experienced, and your contact information. We'll contact you and attempt to provide the information you're seeking.

You may contact us by telephone at (305) 292-7000 or via email web@keyso.net.

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<http://www.dc.state.fl.us/index.html>

Florida Department of Corrections
<http://www.dc.state.fl.us/index.html>



Rick Scott, Governor

Julie L. Jones, Secretary

"Inspiring Success by Transforming One Life at a Time"

[Offender Search \(/OffenderSearch/InmateInfoMenu.aspx\)](#)[Visit an Inmate \(/www.dc.state.fl.us/ci/visit.html\)](#)[Correctional Institutions \(/www.dc.state.fl.us/ci/index.html\)](#)[Probation Services \(/www.dc.state.fl.us/cc/index.html\)](#)[FDC Jobs \(http://www.fldocjobs.com\)](http://www.fldocjobs.com)[Newsroom \(/www.dc.state.fl.us/comm/index.html\)](#)[Statistics \(/www.dc.state.fl.us/pub/index.html\)](#)

Corrections Offender Network

Offender Information Search

Please specify one or more of the following fields:

No offender records were found that matched your search criteria. Please review your search criteria for misspellings and/or incorrect choices. If your search criteria is correct then remove some of the criteria to broaden the search.

Submit another search:

[Search Hints:](#)[Submit Request](#)Last Name:

Mortenson

First Name:

Steven

DC Number:Search aliases? ☒Do not show photos on the Offender List pages ☒*(Photograph will appear on the Offender Detail page only - this speeds up the Offender List page)*Show only offenders that have photos ☐

Limit matches to no more than per page

20

[Submit Request](#)[Clear Request](#)

The Florida Department of Corrections updates this information regularly, to ensure that it is complete and accurate, however this information can change quickly. Therefore, the information on this site may not reflect the true current location, status, release date, or other information regarding an offender.

This database contains public record information on felony offenders sentenced to the Department of Corrections. This information only includes offenders sentenced to state prison or state supervision. Information contained herein includes current and prior offenses. Offense types include related crimes such as attempts, conspiracies and solicitations to commit crimes. Information on offenders sentenced to county jail, county probation, or any other form of supervision is not contained. The information is derived from court records provided to the Department of Corrections and is made available as a public service to interested citizens. The Department of Corrections makes no guarantee as to the accuracy or completeness of the information contained herein. Any person who believes information provided is not accurate may contact the Department of Corrections.




Registered Offender List

Search Criteria: Mortenson, Steven

No offenders found based off the search criteria.

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	THE CITY OF KEY WEST Job Description	CONTRACT POSITION APPOINTED BY CITIZENS REVIEW BOARD	
		DATE OF REVISION	08/2018
POSITION	EXECUTIVE DIRECTOR	ANNUAL SALARY	\$45,000.00
DEPARTMENT	CITIZENS REVIEW BOARD	GRADE	C01
JOB CODE	43275		No Benefits

REPORTING RESPONSIBILITIES:

- Reports directly to Citizens Review Board.

GENERAL FUNCTIONS:

- The CRB is an independent board with authority to review and/or investigate complaints involving the Key West Police Department. Executive level position that will direct major operations of the CRB including supportive services, records and information production/management and communications with City of Key West, KW Police Department, various State/Local agencies and the general public.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to perform the duties of the job.
- Able to work a forty (40) hour workweek with additional hours as necessary.
- Must be available for regular and special meetings.
- Able to use equipment and materials as specified in job description.
- Computer literate and keyboard/mouse proficient.
- Bachelor's degree from accredited institution.
- Qualified applicant must be resident of Monroe County.

EQUIPMENT TO BE USED:

- Personal computer and related software and office machines—fax, telephone, copier.

ENVIRONMENT:

- Majority of work to be done in air-conditioned and non-air conditioned buildings.

PHYSICAL REQUIREMENT:

- Sitting 60%
- Standing 15%
- Climbing 5%
- Bending 5%
- Reaching 5%
- Walking 5%
- Lifting 5%

DUTIES/TASKS/JOBS:

- Directs the major program area of the CRB.
- Develops, reviews and presents reports, studies and research relating to the CRB operation and at the direction of the Board.

- Administers, interprets and explains policies, rules, regulations, and consults with legal staff.
- Secures and directs supportive staff to ensure continuing operations.
- Consults with related agencies and other private organizations.
- Solves problems by implementing corrective action.
- Heavy contact with the public.
- Requires excellent people skills and be able to handle difficult/sensitive matters in an appropriate and professional manner.
- Organizing, planning and prioritizing.
- Provides consultation and advice to others.
- Analysis of data or information.
- Processes information.
- Making decisions and solving problems.
- Getting information needed to do the job.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- Ability to coordinate
- Writing skills
- Fair judgment and decision making
- Reading comprehension
- Time management (scheduling)
- Public speaking
- Information gathering
- Social perception awareness
- Cultural/Ethnic sensibility
- Administrative and management skills
- Law, Government and Jurisprudence.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I STEVEN J. MORTENSON, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the Citizens/Review Board.


Applicant Signature

10-01-2018
Date

THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION/ VETERANS PREFERENCE EMPLOYER & A DRUG-FREE WORKPLACE

Apply at: City Hall, Office of Human Resources
1300 White Street
Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719