

Metropolitan
State University



SCHOOL OF LAW ENFORCEMENT AND CRIMINAL JUSTICE

APPLICATION PACKET

Law Enforcement Licensing Certificate Program 2019-2020 Cohorts



Metropolitan State University
School of Law Enforcement and Criminal Justice

2019-2020 Law Enforcement Licensing Certificate Program

APPLICATION PROCEDURE

The Law Enforcement Licensing Certificate Program (herein “program”) took on a new look starting fall semester 2017 as part of a broader redesign of the law enforcement curriculum for both degree seeking and certificate students. The program is geared toward individuals with a baccalaureate degree in any discipline from a regionally accredited college or university who intend to complete the licensing requirements of the Minnesota Board of Peace Officer Standards and Training. Only individuals who will have completed a baccalaureate (four-year) degree prior to June 2019 should apply to the program.

Those interested in becoming a licensed peace officer in Minnesota should also be aware of the minimum selection standards established by the Minnesota Board of Peace Officer Standards and Training. The Minimum Selection Standards for Peace Officer Licensure Advisory Form is included for your review and signature as part of the application materials.

There are two prerequisite courses for this program: *Introduction to Criminal Justice* and *Juvenile Justice*. Applicants must provide verification of current enrollment or completion of both courses with a grade of C- or better as part of their application. Metropolitan State University offers these courses online during the summer for individuals accepted into the program who have not yet completed these requirements.

The program cost for 2019-2020 is estimated to be approximately \$9,700. This includes tuition and fees for the theory, lab and skills practicum courses. Not included in this estimate are the costs associated with the prerequisite courses, emergency medical responder certification, textbooks, physical and psychological exams, uniforms and equipment (skills practicum), etc.

This program is offered in a cohort format in which accepted students will start together as a group fall semester and normally finish together the following summer semester. The curriculum includes the same professional peace officer education courses required for degree seeking students majoring in law enforcement. This overlap allows more options and flexibility while reducing the probability of the certificate program being cancelled due to low enrollment.

The required courses are normally offered sequentially on Saturdays during fall and spring semesters. If a Saturday course does not meet minimum enrollment, it will likely be offered as part of the traditional academic schedule in which each of the required courses are generally held once a week in the evening (Monday–Thursday). Under certain circumstances, students will be allowed to take one or more of the required courses on the traditional academic schedule if approved by the Program Advisor.

The skills practicums are offered summer semester. Students in the certificate program have traditionally defaulted to the skills practicum held evenings during the week and all-day Saturday, but can petition to be in the skills practicum held on weekdays. This practice will likely be continued for this cohort group, but is subject to change.

APPLICATION DEADLINE

Applications are now being accepted for the 2019-2020 Law Enforcement Licensing Certificate Program. Completed applications to the program will be accepted until **Friday, April 19, 2019**. Applications received after this time will be considered based on available space and may be put on a wait list. Please note this program is subject to cancellation or modification if minimum enrollment numbers are not reached and/or there are other significant factors.

COMPLETING THE APPLICATION PACKET

More applications from qualified individuals may be received than there are spaces available. Qualified students who are not admitted will be placed on a waiting list. Applications are evaluated based on the following information:

- 1) Complete application packet
- 2) Cover letter (see details below)
- 3) Personal resume (see details below)
- 4) Grade point average as documented in an official transcript
- 5) Eligibility to be licensed as a peace officer in Minnesota (see details below)
- 6) Complete Admission Preference Certification Form (if sponsored by an agency)

Review the instructions below carefully and submit applications only when all materials are complete. Incomplete applications will not be considered.

- 1) Application Checklist:** Fill this form out completely.
- 2) Application Cover Sheet:** Fill this form out completely.
- 3) Cover Letter:** Submit a cover letter outlining your career objectives. Explain why you want to become a Minnesota peace officer and why you are interested in this particular program. This letter provides an opportunity for applicants to demonstrate strong written communication skills.
- 4) Transcript/Verification of Bachelor's Degree:** Applicants must obtain an official transcript from the academic institution that awarded the baccalaureate degree and submit it in the original sealed envelope. **Transcripts must be sent directly to Director Bryan Litsey at the School of Law Enforcement and Criminal Justice by the academic institution or they may be enclosed with the application materials.** Applicants who will be graduating in the spring need

to submit a current transcript and will need to submit an additional official transcript after their degree is awarded. Verification of bachelor's degree must be received before official acceptance to the program will be granted. **Graduates of Metropolitan State University do not need to send an official transcript.**

5) Personal Resume: Resumes should be clear and easy to understand. Be certain to include experiences that are relevant to the peace officer profession, such as employment or volunteer work. These experiences should demonstrate your ability to work with people from diverse backgrounds and highlight your community commitment. Your resume should include the following information:

- career objectives
- education
- community involvement
- work experience (past and/or current)
- any additional law enforcement/criminal justice experience
- special talent or skills (for example, language, EMT/paramedic training, computer)

6) Peace Officer Minimum Selection Standards: Read the form carefully and indicate in the appropriate check box whether or not you meet the minimum selection standards for licensure as a peace officer in Minnesota. Once doing so, sign and date the form. Any questions concerning the minimum selection standards should be directed to Director Bryan Litsey at bryan.litsey@metrostate.edu or (763) 657-3752.

7) Admission Preference Certification: This form is to be used only by those who have received a contingent offer of employment from a law enforcement agency. The chief law enforcement officer of the agency (i.e., chief of police, county sheriff, etc.) must sign the form. Application evaluators may contact the chief law enforcement officer directly to verify that the contingent offer of employment is bona fide. Current employment by a law enforcement agency does not constitute a bona fide offer of employment.

8) Submitting Application: Send completed application materials directly to the program coordinator before the deadline.

Bryan Litsey, Director of Professional Peace Officer Education and Training
Metropolitan State University
School of Law Enforcement and Criminal Justice
9110 Brooklyn Blvd.
Brooklyn Park, MN 55445

Contact Information:
bryan.litsey@metrostate.edu or (763)657-3752

All completed application materials must be received in the School of Law Enforcement and Criminal Justice no later than 4:00 PM, FRIDAY, APRIL 19, 2019. Applications from qualified individuals received after this deadline will be considered on a space available basis and/or wait list admission.

NOTIFICATION OF ADMISSION TO PROGRAM

The School of Law Enforcement and Criminal Justice will notify applicants of provisional admission in April 2019. Upon receipt of an admission offer to the program, students will be required to:

- 1) sign a letter of acceptance to reserve a seat in the program,
- 2) be formally admitted to Metropolitan State University. Instructions will be provided to those individuals admitted to the program.

PHYSICAL CONDITIONING

Physical conditioning is an important aspect of law enforcement. Therefore, applicants are encouraged to begin and/or continue an exercise program to address physical conditioning. Key components of physical fitness are flexibility, cardiopulmonary endurance, muscular strength and muscular endurance.

PROGRAM COORDINATOR AND ACADEMIC ADVISOR

Bryan Litsey is currently both the Director and Academic Advisor for the Law Enforcement Licensing Certificate Program. He first came to Metropolitan State University in December 2014 after retiring as a police officer in Minnesota with nearly 37 years of service. The final 16 of those years he served as Chief of Police and Emergency Management Director for a suburban law enforcement agency in the Twin Cities area.

Metropolitan State University
School of Law Enforcement and Criminal Justice

2019-2020 Law Enforcement Licensing Certificate Program

Tentative Course Sequence

Prerequisites Courses

- Introduction to Criminal Justice
- Juvenile Justice – Must be from a POST-certified school

Fall Semester

- LAWE 220: Legal Studies in Law Enforcement (4 Credits)
- LAWE 210: Procedural Studies in Law Enforcement (3 Credits) – Lab Component
- CJS 375: Ethics and Professionalism In Criminal Justice (4 Credits)

Spring Semester

- LAWE 301: Policing in the 21st Century (4 Credits) – Lab Component
- LAWE 321: Law and Human Behavior (4 Credits) – Lab Component

Summer Semester

- LAWE 050, 224, 227, 228, 229: Law Enforcement Skills Practicum (Total of 6 Credits – Possible Increase to 7 Credits Summer Semester 2020)

Courses are normally offered sequentially on Saturdays during fall and spring semesters. If a Saturday course does not meet minimum enrollment, it will likely still be offered as part of the traditional academic schedule in which each of the required courses are generally held once a week in the evening (Monday–Thursday). The skills practicums are normally offered summer semester. Students in the certificate program have traditionally defaulted to the skills practicum held evenings during the week and all-day Saturday, but can petition to be in the skills practicum held on weekdays. This practice will likely be continued for this cohort group, but is subject to change.

Other Considerations

Emergency Medical Responder Training/Certification

Emergency Medical Responder (First Responder) certification or higher is not required to graduate from this program. However, it is needed prior to receiving sign-off to take the Minnesota peace officer licensing exam. This certification must be through the Emergency Medical Services Regulatory Board (EMSRB). Students need to submit a copy of their EMSRB card (does not have to be current) to the P.O.S.T. Coordinator at Metropolitan State University before requesting sign-off to take the Minnesota peace officer licensing exam.

METROPOLITAN STATE UNIVERSITY
2019-2020 Law Enforcement Licensing Certificate Program
Preliminary Cost Estimate - Subject to Change (1)

Course #	Prerequisites Courses	Credits	Tuition/Fees
CJS 101	Introduction to Criminal Justice	3	N/A
LAWE 280	Juvenile Justice	3	N/A

Course #	Theory and Lab Courses	Credits	Tuition/Fees
LAWE 220	Legal Studies in Law Enforcement	4	\$1,050.56
LAWE 210	Procedural Studies in Law Enforcement	2	\$525.28
LAWE 210L	Lab Component	1	\$484.44
LAWE 301	Policing in the 21st Century	3	\$787.92
LAWE 301L	Lab Component	1	\$484.44
CJS 375	Ethics and Professionalism in Criminal Justice	4	\$1,050.56
LAWE 321	Law and Human Behavior	3	\$787.92
LAWE 321L	Lab Component	1	\$484.44

Sub-Total 19 \$5,655.56

Course #	Skills Practicum Courses	Credits	Tuition/Fees
LAWE 224	In-Progress Crimes (2)	2	\$968.88
LAWE 227	Traffic	1	\$484.44
LAWE 228	Defensive Tactics	2	\$968.88
LAWE 229	Firearms	2	\$968.88
LAWE 050	Emergency Vehicle Operations Course (EVOC) Fee Based	0	\$599.00

Sub-Total 7 \$3,990.08

Total 26 \$9,645.64

Tuition/Fees Table		Metro State Web Link	Amount
Theory Courses	Resident Undergraduate General Rate Tuition and Fees	Per Credit	\$262.64
Lab - Skills Courses	Resident Specialty Program Rate - Law Enforcement Tuition and Fees	Per Credit	\$484.44

(1) As detailed above, the estimated cost of the Law Enforcement Licensing Certificate Program (LELCP) is approximately \$9,700. This estimate is based on resident tuition and fees for the 2018-2019 academic year and is subject to change. Not included are the costs associated with the prerequisite courses, emergency medical responder certification, textbooks, physical and psychological exams, uniforms and equipment (skills practicum), etc.

(2) LAW 224: In-Progress Crimes, is currently a 1 credit course. May be changed to a 2 credit course Summer Semester 2020. Therefore, it is shown as a 2 credit course in the chart above.

METROPOLITAN STATE UNIVERSITY
School of Law Enforcement and Criminal Justice
2019-2020 Law Enforcement Licensing Certificate Program
Application Checklist

Name (PRINT): _____

Mobile Phone Number: _____

Email Address (PRINT) : _____

- DO NOT SUBMIT ANY PORTION OF THIS PACKET UNTIL ALL REQUIRED INFORMATION HAS BEEN COLLECTED.
- WITH THE EXCEPTION OF YOUR TRANSCRIPT, ALL MATERIALS ARE TO BE SUBMITTED TOGETHER AS A SINGLE, **HARDCOPY** APPLICATION PACKET. APPLICATIONS WILL NOT BE ACCEPTED ELECTRONICALLY.
- TO ENSURE YOUR APPLICATION IS COMPLETE, USE THIS FORM AS A CHECKLIST AND INCLUDE WITH YOUR APPLICATION PACKET.

	Leave Blank SLC Use Only
<input type="checkbox"/> Application Cover Sheet	
<input type="checkbox"/> Cover Letter: Why You Want To Become A Peace Officer	
<u>CHECK ONE OF THE FOLLOWING:</u> <input type="checkbox"/> I am or will be a Metropolitan State University graduate. <input type="checkbox"/> An <i>official</i> , sealed transcript reflecting my baccalaureate degree is enclosed. <input type="checkbox"/> An <i>official</i> , sealed transcript reflecting my baccalaureate degree is being sent directly to the SLC. <input type="checkbox"/> I will be graduating in Spring 2019. An <i>official</i> , sealed transcript reflecting my completed coursework is enclosed. (<i>An additional transcript will need to be submitted following completion and awarding of degree.</i>) <input type="checkbox"/> I will be graduating in Spring 2019. An <i>official</i> , sealed transcript reflecting my completed coursework is being sent directly to the SLC. (<i>An additional transcript will need to be submitted following completion and awarding of degree.</i>)	
<input type="checkbox"/> Personal Resume	
<input type="checkbox"/> SIGNED AND DATED – POST Advisory Form: Minimum Selection Standards for Peace Officer Licensure	
<input type="checkbox"/> Admission Preference Certification (if applicable)	
<input type="checkbox"/> I understand that the 2019-2020 Law Enforcement Licensing Certificate Program is subject to cancellation or modification depending on enrollment numbers and/or other significant factors.	

Metropolitan State University
School of Law Enforcement and Criminal Justice
2019-2020 Law Enforcement Licensing Certificate Program
Application Cover Sheet

PRINT IN BLACK OR BLUE INK

FULL, <u>LEGAL</u> NAME (FIRST – MIDDLE – LAST)		PREVIOUS LAST NAME (IF APPLICABLE)	
MAILING ADDRESS			
CITY		STATE	ZIP CODE
HOME PHONE NUMBER ()	MOBILE PHONE NUMBER ()	WORK PHONE NUMBER ()	
E-MAIL ADDRESS		DATE BACHELOR'S DEGREE CONFERRED MONTH: YEAR:	
COLLEGE/UNIVERSITY GRANTING BACHELOR'S DEGREE		CUMULATIVE GRADE POINT AVERAGE	
I am a United States citizen. <input type="checkbox"/> YES <input type="checkbox"/> NO	Have you ever applied for admission to Metropolitan State University? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____		
DRIVER'S LICENSE NUMBER	ISSUED BY THE STATE OF MINNESOTA? <input type="checkbox"/> YES <input type="checkbox"/> NO, STATE: _____	EXPIRATION DATE	

Metropolitan State University is asking you to provide information that includes private and/or confidential information under state and federal law. **We are asking for this information in order to process your enrollment form.** You are not legally required to provide the information the college/university is requesting; however, the university may not be able to effectively process your application if you do not provide sufficient information.

Initial each of the following:

- _____ 1. I have read and understand all the applications materials for this program.
- _____ 2. I understand this is intended as a three semester cohort program, with the first two semesters (fall and spring) consisting of Saturday on-campus classes. The third semester, the Law Enforcement Skills Practicum, is tentatively scheduled to meet on weekday evenings, Monday through Thursday, plus Saturday morning and afternoon. In addition, attendance is required at a two-day, daytime driving course in St. Cloud.
- _____ 3. I understand that being able to follow the preferred cohort model for this program is contingent on there being sufficient enrollment. The alternative is following the traditional academic schedule in which each of the required courses are generally held once a week in the evening (Monday–Thursday).
- _____ 4. I understand that both prerequisites must be successfully completed **before** the start of the program.
- _____ 5. I understand that other than the prerequisite courses, all coursework in this program must be completed at Metropolitan State University and that previous related coursework cannot be used to waive any portion of the certificate program curriculum.
- _____ 6. I understand that applicants must possess a valid driver's license and that a valid driver's license must be maintained throughout the Skills Practicum in order to successfully complete the program.
- _____ 7. I understand that the delivery of the curriculum may change and the program is subject to cancellation or modification depending on enrollment numbers and/or other significant factors.
- _____ 8. I attest that all information in my application materials is true and accurate.

Signature

Date

PEACE OFFICER LICENSURE ADVISORY: MINIMUM SELECTION STANDARDS

Minnesota Rules, Chapter 6700.0300, subp. 5(D), requires all students be advised in writing of the minimum selection standards to become a licensed peace officer in Minnesota. Students are advised of these standards in order to help them make informed decisions about participation in the professional peace officer education program.

Minn. R. 6700.0700 MINIMUM SELECTION STANDARDS

Subpart 1. **Selection standards.** A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2.

- A. The applicant shall be a citizen of the United States.
- B. The applicant shall possess a valid Minnesota driver's license; or in case of residency therein, a valid driver's license from another state; or eligibility to obtain either license.
- C. The applicant shall complete a comprehensive written application.
- D. The applicant shall submit to a thorough background search, including searches by local, state, and federal agencies, to disclose the existence of any criminal record or conduct which would adversely affect the performance by the applicant of peace officer duties.
- E. The applicant must not be required to register as a predatory offender under MN STAT, section 243.166 or 243.167.
- F. No applicant may be appointed to the position of peace officer who has been convicted:
 - (1) of a felony in this state or in any other state or federal jurisdiction;
 - (2) of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;
 - (3) under MN STAT, section 609.224, 609.2242, 609.231, 609.2325, 609.233, 609.2335, 609.234, 609.324, 609.465, 609.466, 609.52, or 609.72, sub. 3; or convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under MN STAT, section 152.18, or any similar law of another state or federal law; or
 - (4) of any of the crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.
- G. The applicant shall be fingerprinted for the purpose of disclosure of any felony convictions. Fingerprint cards shall be forwarded to the appropriate divisions of the Bureau of Criminal Apprehension and the Federal Bureau of Investigation. The chief law enforcement officer shall immediately notify the board if a previous felony conviction is discovered.
- H. A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that the applicant is free from any physical condition which might adversely affect the performance of peace officer duties.
- I. An evaluation, including an oral interview, shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of peace officer duties.
- J. The applicant shall pass a job-related examination of the applicant's physical strength and agility to demonstrate the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.
- K. The applicant shall successfully complete an oral examination conducted by or for the agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.

Subp. 2. **Documentation.** The chief law enforcement officer shall maintain documentation necessary to show completion of subpart 1. The chief law enforcement officer is not required to obtain documentation for subpart 1, item J, if the applicant completed part 6700.0500, subpart 3. The documentation is subject to periodic review by the board, and shall be made available to the board at its request.

Subp. 3. [Repealed, 18 SR 1961]

Subp. 4. **More rigid standards.** An appointing authority may require an applicant to meet more rigid standards than those prescribed in this part.

Additional Information:

- 1) According to MN RULES 6700.0100, Subp.9a., if an individual has been convicted of a felony in Minnesota or any other state or federal jurisdiction, the individual is barred from becoming a peace officer in Minnesota. Even if the individual has had a felony conviction expunged or continued for dismissal, the individual is still barred from peace officer licensure.
- 2) If an individual has been convicted of any of the following Minnesota Statutes, the individual is barred from becoming a peace officer in Minnesota. Even if the individual has had the conviction expunged or continued for dismissal the individual is still barred from peace officer licensure.
 - o 609.224 ASSAULT IN THE FIFTH DEGREE,
 - o 609.2242 DOMESTIC ASSAULT,
 - o 609.231 MISTREATMENT OF RESIDENTS OR PATIENTS,
 - o 609.2325 CRIMINAL ABUSE,
 - o 609.233 CRIMINAL NEGLECT,
 - o 609.2335 FINANCIAL EXPLOITATION OF A VULNERABLE ADULT,
 - o 609.234 FAILURE TO REPORT (MALTREATMENT OF VULNERABLE ADULTS),
 - o 609.324 OTHER PROSTITUTION CRIMES; PATRONS, PROSTITUTES, AND INDIVIDUALS HOUSING INDIVIDUAL ENGAGED IN PROSTITUTION; PENALTIES,
 - o 609.465 PRESENTING FALSE CLAIMS TO PUBLIC OFFICER OR BODY,
 - o 609.466 MEDICAL ASSISTANCE FRAUD,
 - o 609.52 THEFT,
 - o 609.72, DISORDERLY CONDUCT, subdivision 3 Caregiver; penalty for disorderly conduct
- 3) If an individual has been convicted under any narcotics or controlled substance law the individual is barred from becoming a peace officer in Minnesota. This includes possession of a small amount of marijuana or possession of drug paraphernalia, unless the conviction was a petty misdemeanor.
- 4) A juvenile record does not bar an individual from becoming a peace officer in Minnesota unless the individual is required to register as a predatory offender. If required to register as a predatory offender as a juvenile an individual is barred from becoming an officer until the registration requirement is lifted.

AFFIRMATION: I affirm I have read and understand all the minimum selection standards. Any questions I had regarding the minimum selection standards have been answered to my satisfaction. I also understand not meeting all the minimum selection standards disqualifies me from the skills program.

Check the box that applies:

- Yes, I meet all the minimum selection standards
- No, I do not meet all the minimum selection standards

Name of Applicant (please print)

Signature of Applicant Date

Bryan Litsey, POST Coordinator Metropolitan State University

Name of School Official (please print) Name of School

Signature of School Official Date

To be retained in the student's file

Metropolitan State University
School of Law Enforcement and Criminal Justice
Law Enforcement Licensing Certificate Program

2019-2020 ADMISSION PREFERENCE CERTIFICATION

I, _____, the chief law enforcement officer for the
(Name of Chief Law Enforcement Officer)

_____ certifies that
(Name of Law Enforcement Agency)

_____ is a candidate for employment
(Name of Applicant)

as a licensed peace officer with our department/agency.

For purposes of admission preference, "candidate for employment as a licensed peace officer" means (check one):

- 1. The applicant is an employee of our agency in an entry-level position (such as a community service officer) which may lead to a licensed peace officer position. In addition, the applicant has completed a substantial portion of our screening process for a licensed peace officer position. It does not mean the applicant is guaranteed a job.

- 2. The applicant does not meet the criteria in #1 but has completed the testing and screening process for a licensed peace officer position in my department/agency. The applicant, however, needs to complete a professional peace officer education program to be eligible to take the POST licensing examination.

As the chief law enforcement officer for this agency, I affirm this applicant is a candidate for employment as a licensed peace officer with my agency (in the category I have checked). I request the above-named applicant be granted admission preference to your program provided all other admission requirements have been fulfilled. The position I intend to fill requires a full-time peace officer license.

Signature of Chief Law Enforcement Officer

Date

Telephone Number

Please return to: Attn: Bryan Litsey, Director of Professional Peace Officer Education and Training
Law Enforcement Licensing Certificate Program
Metropolitan State University
9110 Brooklyn Blvd
Brooklyn Park, MN 55445

FOR OFFICE USE ONLY: Reviewer's Initials: _____ Date: _____