

METRO STATE UNIVERSITY
 School of Law Enforcement and Criminal Justice
2022-2023 Law Enforcement Licensing Certificate Program
Application

Name (PRINT): _____

Mobile Phone Number: _____

Email Address (PRINT): _____

PLEASE COMPLETE THE FOLLOWING 5 STEPS.

STEP 1: VERIFICATION OF DEGREE REQUIREMENT

A baccalaureate degree in any discipline from a regionally accredited college or university is required to complete the licensing requirements of the Minnesota Board of Peace Officer Standards and Training (POST Board). Only individuals who will have completed a baccalaureate (four-year) degree prior to August 2022 should apply to the program. Students need to submit verification of their degree if earned any place other than Metro State University.

PLEASE CHECK ONE OF THE FOLLOWING:

- I am or will be a Metro State University graduate.
- An *official*, sealed transcript reflecting my baccalaureate degree is enclosed.
- An *official*, sealed transcript reflecting my baccalaureate degree is being sent directly to the SLC (Dr. Chuck MacLean, Metro State University, School of Law Enforcement and Criminal Justice, 9110 Brooklyn Blvd., Brooklyn Park, MN 55445)
- I will be graduating in Spring or Summer 2022. An *official*, sealed transcript reflecting my completed coursework is being sent directly to the SLC (Dr. Chuck MacLean, Metro State University, School of Law Enforcement and Criminal Justice, 9110 Brooklyn Blvd., Brooklyn Park, MN 55445). Please note an additional transcript will need to be submitted following completion and awarding of degree.

STEP 2: SUBMIT RESUME

Please submit your resume. It 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:

- Personal statement / career objectives
- Education
- Work experience (past and/or current)
- Community involvement
- Any other relevant experience, training, specialist skills (e.g., foreign language, EMT/paramedic certification, computer literacy)

STEP 3: REVIEW AND SIGN THE PEACE OFFICER MINIMUM SELECTION STANDARDS

Read the form carefully that is at the end of this application (pgs. 3-5) 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 Dr. Chuck Maclean at Chuck.MacLean@metrostate.edu

STEP 4: APPLY TO METRO STATE

Students seeking to enroll in the certificate program, will need to officially apply to the university. Please do so by going to <https://www.metrostate.edu/apply>

STEP 5: SUBMIT APPLICATION MATERIALS

Students will need to submit:

- 1) This application form;
- 2) Transcript (if degree earned from a school other than Metro State University);
- 3) Resume;
- 4) Signed Peace Officer Minimum Selection Standards Form (below).

Application materials can be submitted via email (except for the official transcript) or submitted via postal mail to:

Dr. Chuck MacLean, Associate Professor
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
Chuck.MacLean@metrostate.edu

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.

Criminal History Screening – Bars for Admission into a Professional Peace Officer Program

Minnesota Rules 6700.0300, Subp. 5, bars admission to the professional peace officer program and to peace officer licensure anyone who have been convicted of the following crimes.

- Any felony conviction in this state or any other state of federal jurisdiction,
- Any offense which would have been a felony if committed in Minnesota,
- Any conviction under the following statutes:
 - 609.224 ASSAULT IN THE FIFTH DEGREE
 - 609.2242 DOMESTIC ASSAULT
 - 609.231 MISTREATMENT OF RESIDENTS OR PATIENTS
 - 609.2325 CRIMINAL ABUSE
 - 609.233 CRIMINAL NEGLECT
 - 609.2335 FINANCIAL EXPLOITATION OF VULNERABLE ADULT
 - 609.234 FAILURE TO REPORT (Maltreatment of a vulnerable adult)
 - 609.324 PATRONS; PROSTITUTES; HOUSING INDIVIDUALS ENGAGED IN PROSTITUTION; PENALTIES
 - 609.465 PRESENTING FALSE CLAIMS TO PUBLIC OFFICER OR BODY
 - 609.466 MEDICAL ASSISTANCE FRAUD
 - 609.52 THEFT
 - 609.72, subd.3 DISORDERLY CONDUCT (Caregiver; penalty for disorderly conduct)
- Any conviction under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section 152.18, or any similar law of another state or federal law,
- Any of these crimes in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota.

Additional Information

1. Bars to licensure do not include petty misdemeanor offenses or ordinance violations as these are not crimes under Minnesota law. They are, however, a matter of public record and will show up on background checks.
2. Having a criminal conviction or record expunged or continued for dismissal will NOT lead to eligibility. Per Minn. Rules 6700.0100, Subp. 9a., a conviction under any of these statutes is still a bar regardless of “length of or imposition or execution of any sentence received, any deferred finding of guilt or imposition of sentence by the court, any continuance for dismissal granted by the court, or any expungement of the offence records or conviction.”
3. These bars do not include juvenile offenses where the offender is adjudicated delinquent (which is not a criminal conviction). Only criminal convictions of a juvenile under one of these statutes or a requirement for a juvenile to register as a predatory offender are bars.

ACKNOWLEDGEMENT AND SIGNATURE SECTION ON NEXT PAGE

NOTE: You are responsible for routinely reviewing the section on the POST Board web site entitled “[Standards for Peace Officer Eligibility](#)” for updates and/or inadvertent omissions to this document.

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.

Student Applicant **First & Last Name** (please print)

Student Applicant **Signature**

Date (*month, day, year*)

Chuck MacLean, PPOE Director

Metropolitan State University

School Official Name

School Name

School Official Signature

Date (*month, day, year*)