



Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, Saint Paul, MN 55104

(651) 643-3060 | www.mn.gov/post

Background Investigation and Hiring Checklist

(MN Statute 626.87; MN Rules 6700.0670, 6700.0675, 6700.0700)

Agency Name	
Applicant Name	Hired? <input type="checkbox"/> YES <input type="checkbox"/> NO
Background Investigator Name	
Chief Law Enforcement Officer Name	
Chief Law Enforcement Officer Signature	Date of Completion

A. General Requirements

1. Pre-employment background notification made to POST on: _____
2. Is the applicant a United States citizen, or eligible to work in the United States under federal requirements? ☐ YES ☐ NO
 - Type of documentation provided as verification: _____
 - Is evidence of citizenship or work eligibility attached? ☐ YES ☐ NO
 - If no, where can it be found? _____
 - Has Social Security Number been verified? ☐ YES ☐ NO
3. Does the applicant have a valid driver's license? ☐ YES ☐ NO
 - Number: _____ State: _____
 - Is evidence of driver's license check attached? ☐ YES ☐ NO
 - If no, where can it be found? _____
4. Has applicant provided a complete personal history statement using a form provided by the law enforcement agency, and signed all necessary release of information forms? ☐ YES ☐ NO
5. Has applicant been fingerprinted? ☐ YES ☐ NO
 - Have the applicant's fingerprints been submitted to the BCA for an FBI/BCA fingerprint-based criminal history check? ☐ YES ☐ NO
 - Has a criminal history check response been received? ☐ YES ☐ NO
 - Is the response attached? ☐ YES ☐ NO
 - If no, where can it be found? _____
6. Has the applicant been examined by a licensed medical professional? ☐ YES ☐ NO
 - Name of medical professional who performed the exam: _____
 - Date of examination: _____ Clinic/Facility: _____
 - Is a copy of the results attached? ☐ YES ☐ NO
 - If no, where can it be found? _____

7. Has the applicant been examined by a licensed psychologist within the past 12 months? ☐ YES ☐ NO
 - First/Last Name of the psychologist: _____
 - Date of evaluation: _____ Clinic/Facility: _____
 - Is a copy of the results attached? ☐ YES ☐ NO
 - If no, where can it be found? _____
8. Has the applicant completed Emergency Medical Responder (EMR) training, an equivalent training, or training exceeding the requirements for EMR registration? (MN Statute 144E.27 Subd. 2)
 - ☐ YES ☐ NO (May be completed within six months of being hired)
 - If the answer is NO, is the applicant exempt from the Emergency Medical Responder requirement? ☐ YES ☐ NO
9. Has the applicant consented to, disclosed and facilitated a review of social media accounts, platforms and groups in which the applicant has participated to the extent permitted by law? ☐ YES ☐ NO
10. If the applicant is currently or was previously licensed as a peace officer, have they authorized their prior employing agency/agencies to release the applicant's personnel files data, including disciplinary, termination, civil or criminal investigation, and other records or information that are directly related to minimum selection requirements for licensure? ☐ YES ☐ NO ☐ N/A

B. Criminal Conviction Disqualifiers

Note: For licensing purposes, according to MN Rule 6700.0100 Subp. 9a:

"Conviction" means that a person has been charged with a crime and the person was found guilty of that crime, 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 offense records or conviction.

1. Has the applicant been convicted of a felony in the state of Minnesota or an offense in another jurisdiction that **would be** a felony if committed in Minnesota? ☐ YES ☐ NO
2. Has the applicant been convicted of a felony in another jurisdiction that **would not be** a felony in Minnesota? ☐ YES ☐ NO
 - Not a disqualifier if the felony has been expunged, set aside, pardoned, or the person's civil rights have been restored and expressly provide for the possession of a firearm.
3. Has the applicant been convicted of any of the following non-felony offenses: ☐ YES ☐ NO
If yes, which one? _____
 - Gross Misdemeanor Assault in the fifth degree (MN Statute 609.224)
 - Bias crimes, including assaults motivated by bias under MN Statute 609.2231 Subd. 4, and criminal damage to property under MN Statute 609.595 Subd. 2, (b)
 - Domestic Assault (MN Statute 609.2242)
 - Violation of a Domestic Abuse No Contact Order (MN Statute 629.75 Subd. 2)
 - Violation of an Order for Protection (MN Statute 518B.01 Subd. 14)
 - Violation of a Harassment Restraining Order (MN Statute 609.748 Subd. 6)
 - Harassment or Stalking (MN Statute 609.749)
 - Sexual Extortion (MN Statute 609.3458)

- Criminal Sexual Conduct (MN Statutes 609.341 to 609.3451)
- Indecent Exposure (MN Statute 617.23)
- Any mistreatment of a vulnerable adult, including under MN Statutes 609.2231; 609.231; 609.2325; 609.233; 609.2335; 609.234; and 609.72 Subd. 3)
- Patrons of Prostitution (MN Statute 609.324 Subd. 2)
- Making False Claims for Profit to a Public Body or Officer (MN Statute 609.465)
- Attempting Medical Assistance Fraud (MN Statute 609.466)
- Theft (MN Statute 609.52) *Except that misdemeanor theft of moveable property valued at \$500 or less is not an automatic disqualifier*
- Interference with an Emergency Call (MN Statute 609.78 Subd. 2(1))
- Nonconsensual Dissemination of Private Sexual Images (MN Statute 617.261)
- Interference with Privacy (MN Statute 609.746)
- Malicious Punishment of a Child (MN Statute 609.377)
- Mistreating Animals (MN Statute 343.21)
- Misconduct of a public officer or public employee (MN Statute 609.43)
- Narcotics or controlled substance law, excluding any non-felony marijuana offense

If the answer to any of these non-felony offenses was YES, does the applicant qualify for an exemption as described in MN Rule 6700.0700 Subp. 1a and 1b? ☐ YES ☐ NO

C. Other Disqualifiers

1. Has the applicant ever been required to register as a predatory offender under MN Statute 243.166 or 243.167; or ever been required to register as a sex offender in any other state? ☐ YES ☐ NO
2. Is the applicant listed on the IADLEST National Decertification Index or had a law enforcement license, certification, or authorization to serve as a law enforcement officer in any jurisdiction revoked or rescinded? ☐ YES ☐ NO
3. Is the applicant free of discriminatory conduct as defined in Minn. Rule 6700.0100 Subp. 26? ☐ YES ☐ NO
4. Does the applicant have any record of conduct described in MN Rule 6700.1600 Subp. 1 (I)? ☐ YES ☐ NO
 - A hate or extremist group as defined by MN Rule 6700.0100 Subp. 29
 - A criminal gang as defined by MN Statute 609.229, Subd. 1

If the answer to #2 or #4 is YES, or the answer to #3 is NO, does the applicant qualify for an exemption as described in MN Rules 6700.0700 Subpart 1a and 1b?

☐ YES ☐ NO ☐ N/A

D. Background Investigation Required Elements

Check the box for each line when completed

- ☐ Use of alcohol, controlled substances and intoxicating substances
- ☐ Discriminatory conduct as defined in MN Rule 6700.0100
- ☐ Education verification
- ☐ Employment history
- ☐ Military history verification (if applicable)
- ☐ Personal and professional references
- ☐ Personal interview
- ☐ Records checks, such as open sources or social media
- ☐ Financial information as permitted by law
- ☐ (If applicable) Inquiry to the local prosecuting authority and law enforcement agencies in any jurisdiction where the applicant has served as a peace officer; asking whether the prosecuting authority or law enforcement agency has any knowledge of conduct, records, investigations, or disciplinary or court findings related to the applicant that involves:
 - abuse of police authority;
 - bias against protected class;
 - felony criminal conviction or finding of guilt;
 - conviction or finding of guilt for a crime of dishonesty;
 - mishandling of evidence or property;
 - undisclosed or improper inducements to witnesses or suspects;
 - unauthorized, unreasonable, or excessive use of force;
 - unauthorized access to or unlawful misuse of government data; or
 - other conduct which required a Brady-Giglio disclosure by a prosecuting authority.

E. Other Prohibitions

Although not specified as a licensure disqualification in POST regulations, an applicant may meet all the minimum selection standards but be ineligible to possess firearms due to conditions set forth in MN Statute 624.713 or 18 US Code 922. It would be unlawful for an ineligible person to possess a firearm (including, to complete any mandatory firearms training needed to obtain and maintain licensure as a peace officer).

Is the applicant eligible to possess a firearm? ☐ YES ☐ NO

F. Required Notifications

- Was the POST Board notified of any disqualifications discovered during the background investigation?
☐ YES ☐ NO ☐ N/A
- For currently licensed peace officers, was the POST Board notified of any Standards of Conduct violations discovered during the background investigation? ☐ YES ☐ NO ☐ N/A

G. More Rigid Standards

- A law enforcement agency may require its applicants to meet more rigid standards than those prescribed by the POST Board.

H. Documentation

- The CLEO must retain the documentation necessary to show compliance with the background and minimum selection requirements for the duration of any resulting employment.
- If the applicant is not hired by the agency, the background investigation must be retained for six years or as required by the agency's retention schedule, whichever is longer.
- The documentation is subject to periodic review by the board, and must be made available to the board at its request.

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