



**MINNESOTA BOARD OF
PEACE OFFICER STANDARDS AND TRAINING
1600 UNIVERSITY AVENUE, SUITE 200
SAINT PAUL, MINNESOTA 55104-3825**

TEL: (651) 643-3060
www.post.state.mn.us

PERSONNEL NOTIFICATION

Please read the data practices advisory on back before submitting. This form must be submitted **prior to the appointment** of a Peace Officer **who already holds a Minnesota license** (active or inactive). **Do not** use this form to report termination of employment.

(Please Print)

| | | |
|--|-----------------------|--|
| Name of Licensee (Last, First, Middle): | License Number: | Date of Appointment: |
| Appointing Agency Name: Primary (Works the majority of hours at this agency / main contact for POST.) | | |
| Secondary (Additional employing agency, if any.) | | |
| Is this person the new agency CLEO: Include Peace Officer's new work email address: | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Previous Agency: | Date of Termination: | |
| Other Agencies Currently Employing Licensee: | | |
| IF APPLICABLE (See NOTE below): | | |
| Name of Licensed Psychologist _____ | Recommended for hire: | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Minnesota Statute 626.87 requires a thorough background investigation on ALL applicants for a Peace Officer position. A thorough Background Investigation shall include, but is not limited to, the following:

- Documentation of compliance with Minimum Selection Standards*.
- Current copies of state and federal criminal history inquiries.
- Documentation of local law enforcement records (including juvenile contacts if applicable) for residential communities and counties during the previous ten years.
- An interview of the candidate's previous or current employer(s) to include coworkers, and/or an interview of the candidate's Law Enforcement Program Coordinator if applicable.
- An interview of the candidate's current/recent classmates if applicable, and/or neighbors.

*If the candidate is currently employed as a Peace Officer, or was employed as a Peace Officer within the last three years, the agency **may**, at its discretion, affirm that the applicant has already completed some of the selection standards, but documentation of successful completion of these standards must be maintained by the agency.

NOTE: *If the candidate was last employed as a Peace Officer more than three years ago, ALL minimum selection standards must be complied with and the name of the Licensed Psychologist and the recommendation must be entered above.*

AFFIRMATION OF THE CHIEF LAW ENFORCEMENT OFFICER: I hereby affirm this officer was appointed under Minnesota Statute, §626.84 and Minnesota Rules, Chapter 6700.

Print Name of Chief Law Enforcement Officer:

| | |
|--|-------|
| | Date: |
|--|-------|

Signature of Chief Law Enforcement Officer:

| | |
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| | Phone: |
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Data Practices Advisory

Use of Data Collected by the POST Board on This Application Form

This application is used to assist the POST Board in determining your eligibility to be issued a peace officer license.

Application data on licensees is classified as public data under Minn. Stat. § 13.41, subd. 5. That includes application data on licensees, license number, license status, and continuing education records.

While your application, once you have obtained licensure, is considered public data, certain information on that form cannot be released. That information includes:

1. Your social security number, which is protected by federal law and Minn. Stat. 13.355;
2. Your home address, your personal telephone numbers and email addresses, which are classified as private data under Minn. Stat. 13.41, subd. 3.

That private data will not be released except to you, employees of the POST Board whose duties regularly require access to that data, those authorized by state or federal law to have access to the data, or those to whom you provide written informed consent authorizing disclosure.

You are not legally required to provide any of the requested information; however, if you do not, we will be unable to process your application or determine your eligibility to be issued a peace officer license.