



Board of Peace Officer Standards and Training

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

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

PERSONNEL NOTIFICATION

This form must be submitted **prior** to the appointment of a peace officer **who already holds a Minnesota license (Active or Inactive).**

Licensee (Last, First, Middle):		POST License #:	Date of Appointment:
Appointing Agency Name:		<input type="checkbox"/> Primary (Works the majority of hours at this agency, main contact for POST.)	
		<input type="checkbox"/> Secondary (Additional employing agency, if any.)	
Is this person the agency's new CLEO? <input type="checkbox"/> Yes <input type="checkbox"/> No		Licensee's new email address:	
Previous Agency:		Date of Termination:	
List Other Agencies Currently Employing Licensee:			
Name of Licensed Psychologist: License #: Recommended for hire: <input type="checkbox"/> Yes <input type="checkbox"/> No			

MN 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 PPOE Coordinator, if applicable.
- An interview of the candidate's current/recent classmates if applicable, and/or neighbors.
- Medical evaluation.
- Psychological screening.
- Confirmation the candidate is not listed as "decertified" in the National Decertification Index (NDI).

For a full listing of background investigation requirements, refer to *Background Investigation and Hiring Checklist* form which is located on the [Resources & Forms](#) page of the POST Board website.

AFFIRMATION OF THE CHIEF LAW ENFORCEMENT OFFICER: I hereby affirm this candidate was appointed in accordance with MN Statute, §626.84 and MN Rules, Chapter 6700.

Print Name of Chief Law Enforcement Officer:

	Date:
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Signature of Chief Law Enforcement Officer:

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