



**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:
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Signature of Chief Law Enforcement Officer:

	Phone:
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Use of Data Collected by the POST Board on This Form

This form is used to assist the POST Board in mailing licensing information to licensees and maintaining licensing information.

A licensee's home address and employer are classified as private data under MN STAT 13.41, subd. 3. A licensee's social security number cannot be released under federal law and under MN STAT 13.355. That information will only be released to you, employees of the POST Board whose duties reasonably require access to the data, those authorized by state and federal law to have access to the data, and those for whom you provide written informed consent authorizing disclosure.

Your name, date of birth, license number, and license status are considered public data under MN STAT 13.41, subd. 5.