



# MINNESOTA STATE PATROL APPLICANT Frequently Asked Questions

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## Program Options

The Minnesota State Patrol (MSP) has a hiring process that offers two separate employment opportunities. In order to determine which opportunity you qualify for, please read a brief description of the two employment opportunities below. You may only apply for one of these options.

### **Law Enforcement Training Opportunity (LETO) (Trooper Trainee 1)**

The first opportunity is the LETO Program. LETO is a program designed for applicants who have a two or four year degree in any discipline and want to become State Troopers. To qualify and be eligible to apply, the applicant must have an associate's or bachelor's degree from a college or university listed as regionally accredited by the U.S. Department of Education's Office of Postsecondary Education. To verify accreditation go to [U.S. Department of Education](http://www.ed.gov) or contact the registrar's office at your school.

The MSP will provide LETO Program applicants with the educational requirements necessary to take the Peace Officer Standards and Training (POST) exam, which is required to become a licensed peace officer. The POST certification training will take place at the Hennepin Technical College, followed by the State Patrol Training Academy. Applicants must pass the POST exam to be eligible for employment.

Legislative funding and budgetary constraints will determine the number of Trooper Cadets hired in this process.

### **Traditional Option (Trooper Trainee 2)**

The second option is the traditional hiring process for those who are currently POST licensed or eligible, or will be eligible (documentation will need to be provided) to be licensed by an established date.

## LETO Program Information

### Who is eligible to apply for the LETO Program?

The LETO Program (Trooper Trainee 1) is for individuals who currently have an associate's or bachelor's degree in any discipline from a regionally accredited institution. Verify your school's accreditation by visiting [U.S. Department of Education](http://www.ed.gov). **Your School must be accredited by at least one of the following organizations:**

- **MSA** – Middle States Association of Colleges and Schools, Commission on Higher Education
- **NWCCU** – Northwest Commission on Colleges and Universities
- **NCA-HLC** – North Central Association of Colleges and Schools, Higher Learning Commission
- **NEASC-CIHE** – New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education
- **NEASC-CTCI** – New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
- **SACS** – Southern Association of Colleges and Schools, Commission on Colleges
- **WASC-ACCJC** – Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- **WASC-ACSCU** – Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities

### How do I participate in the LETO Program?

The competitive selection process for the LETO program includes the following components: completion of the online application, online exam, physical readiness test, oral interview, comprehensive background investigation, medical and psychological exam. Applicants who successfully pass the testing components are reviewed by the Minnesota State Patrol Command Staff for final selections. Those persons offered employment are hired and sent to the training program for the Peace Officer Standards and Training (POST) certification process.

### Can I obtain training through your agency that will make me POST eligible?

Yes, you will receive training through LETO to make you POST eligible.

### Where is the POST portion of the training conducted?

It will be held at the Hennepin Technical College.

### What are the hours of training?

The hours will typically be from 8:00 a.m. until 5:00 p.m. Monday-Friday. You may train on some Saturdays. You may train on some holidays depending on curriculum needs.

### How long does the LETO Program last?

Applicants accepted into the LETO Program will participate in twenty three weeks of training before continuing on to the Minnesota State Patrol Training Academy.

**When am I considered an employee of the Minnesota State Patrol?**

Your effective hire date with the State of Minnesota will be the date you start the LETO program at Hennepin Technical College. You will be considered a Trooper Trainee I at that point.

**Will I be paid during the LETO Program?**

Yes, you will receive 80% of base Trooper salary, which at this time equates to approximately \$24.03 per hour. The hourly rate could increase depending on contractual agreements that are in progress.

**Will the State Patrol provide room and board during the LETO Program?**

No.

**What happens after I successfully complete the LETO Program?**

Trooper Trainee I's who successfully complete the LETO Program are required to report to the MSP Training Academy at Camp Ripley in Little Falls, Minnesota. The Training Academy will be comprised of fifteen weeks of additional training specific to the Minnesota State Patrol.

**What is my commitment to the Minnesota State Patrol for participating in the LETO Program?**

Applicants who become Minnesota State Troopers through the LETO Program will be required to sign a two-year agreement with the agency. The timeline starts on the date that you are appointed a Minnesota State Trooper (graduation date).

**What will I need to purchase to participate in the LETO Program?**

You will need to purchase supplies standard to classroom instruction such as notebooks, pens, pencils, etc. More information will be provided if you are selected to participate.

**Will I receive an additional degree upon successful completion of the LETO Program?**

No, this is considered a certificate program and you will not receive an additional degree.

**If I participate in the LETO Program, when will I take the POST Licensing Examination?**

The POST Examination will be given during the last week of the LETO Program.

## Traditional Program Information

### **Who is eligible to apply for the Traditional Program?**

The Traditional Program (Trooper Trainee 2) is for individuals who are Minnesota Peace Officer Standards and Training Board (POST) license eligible or will be eligible by February 19, 2021. All applicants must remain POST license eligible until the proposed appointment on June 8, 2021.

### **Can I obtain training through your agency that will make me POST eligible?**

No, you must have taken and passed the POST licensing examination by February 19, 2021 to attend the Training Academy.

### **Do you offer lateral pay?**

Trooper Trainees will be paid the base salary of a State Trooper during the Training Academy. The Chief of the State Patrol may grant a new employee up to four (4) years of credit (up to the fifth step) for previous full-time employment as a peace officer, as defined by M.S. 626.05, subdivision 2, or similar law of another state. Such credit shall determine only the new employee's initial placement on the salary grid.

### **If I previously left your Training Academy can I reapply?**

Yes, but the reasons you left will be taken into account during the selection process.

## Peace Officer Standards and Training Board (POST)

### What is POST?

Peace Officer Standards and Training (POST) is the licensing board for peace officers that are similar to boards for medical, dental, legal, and other professions. The website is <https://dps.mn.gov/entity/post/Pages/default.aspx>. The phone number for the POST Board is (651) 643-3060.

One of the functions of the POST Board is to set the minimum requirements for individuals interested in being hired as a peace officer. Minimally, a two-year post-secondary degree is required. The degree must be from a university, college, or technical college that is accredited by the POST Board. If you have met the academic requirements, you are eligible to take the POST Board licensing examination. Once you have passed the licensing exam, you are eligible to be hired by any law enforcement agency in Minnesota as a peace officer. If you have experience as a full-time police officer in another state or with a federal law enforcement agency and have completed a basic police academy/course, you may be eligible to take the POST reciprocity exam. If you have qualifying military experience, contact the POST Board for more information about reciprocity testing.

Individuals who have received a law enforcement degree from a college that is not accredited or have a four-year degree in another vocation may only need a minimum number of courses through an accredited institution to meet the POST academic requirements. Some institutions can integrate degrees in less time than others. Individuals interested should send their transcripts to an accredited institution for review. They will advise you what will be needed to meet the POST requirement.

### What is a POST license?

Students who have successfully completed the required academic course work and have passed the Peace Officer Licensing Examination are termed "eligible to be licensed." However, completing the education requirements and passing the licensing examination does not result in licensure. Individuals who are "eligible to be licensed" are not licensed until they are hired by a law enforcement agency and can satisfy the minimum selection standards listed in the application. A law enforcement agency may apply its own additional standards in their hiring process. The hiring agency also determines the physical standards its own personnel must meet.

### How do I get a POST license?

You obtain your POST license after passing the licensing examination and are hired by a law enforcement agency in Minnesota.

## LETO and Traditional Selection Process

### **What is the timeline for the selection process?**

There are approximately eleven months for LETO and seven months for Traditional from the start of the Trooper Application Process until the Training Academy begins.

### **When do you usually announce a hiring process and begin accepting applications online?**

The online application opens October 23, 2020 for LETO and Traditional applicants.

### **Why does it take so long to be hired?**

The selection process consists of the application, Online Personality Assessment, physical readiness test, oral board interview, background investigation, medical evaluation, psychological evaluation, orientation, and fingerprinting.

### **Why can't I submit an application any time?**

Applications are only accepted online after a selection process is announced. You can submit your name and address to be placed on hiring notification list at [www.mntrooper.com](http://www.mntrooper.com). When the selection process is announced you will receive notification by e-mail that we will be accepting applications online.

### **Do I have to start my application process over if I submitted an application last year?**

Yes, each applicant must submit an application online for the current selection process at [www.mntrooper.com](http://www.mntrooper.com).

### **Am I able to choose which district I would like to work in?**

When you apply, you will select your preferred district during the online application. The district choice is not guaranteed, but indicates your preference for work location. When you receive your final offer of employment, you will be provided with the districts and stations that you may choose from.

District availability is contingent on the agency's need and is not known until closer to when final offers are provided.

## Online Personality Assessment and Physical Readiness Test

### **What is the Online Personality Assessment?**

You will complete two online personality assessments. These assessments are not timed but please allow for approximately 20-25 minutes of un-interrupted time to complete. You will not be allowed to close the unfinished test and come back to it later.

### **How do I complete the Online Personality Assessment work?**

After you complete the online application, you will be provided with directions on how to complete the assessment.

### **When will I know the results of the Online Personality Assessment?**

You will be notified of your results via email within seven business days. Do not call the Applicant Coordinator to check on your test results early. You will be notified as soon as we are able.

### **What are the dates for the Online Personality Assessment and the physical readiness test?**

The written exam is completed on your own via your own computer. You will be provided instructions and a timeframe you must complete the written test by. If you do not complete the test by the assigned date, you will be disqualified from the hiring process.

**If you successfully complete the written exam and are recommended to continue in the process, you will be provided with the instructions on how to sign up for the physical fitness test.**

### **What should I bring to the physical readiness testing?**

Applicants must bring a current state-issued driver's license with a photo to the physical readiness testing site. We will accept an expired driver's license as long as it has been renewed and you provide your renewal paperwork (yellow papers). Photocopies of any documentation will not be accepted.

Wear clothing appropriate for physical readiness testing and bring water with you.

### **What happens at the physical readiness test?**

It is recommended that you arrive 20 minutes prior to your testing time for check-in. Only applicants will be allowed access to the testing areas. The test will be explained and demonstrated and then you will be asked to perform it. Applicants who successfully complete the physical readiness test will select a time slot in which they will return for an oral board interview **that same day**. Applicants will be allotted time and access to shower facilities prior to going into their interview if needed.

### **What are the physical readiness requirements?**

The application process is very competitive. Testing is conducted on the Concept 2 Rower at the 60 percentile according to a person's age, gender and weight. Applicants must row 2000 meters, scoring at or above the minimum 60 percentile on their test in order to continue in the application process. The 2000 meter test takes place at the **level five** or damper setting five on the flywheel. Those that do not pass the entrance physical readiness test on the Concept 2 Rower at the minimum requirement will not continue with the hiring process for the Minnesota State Patrol.

[Click here](#) for the Concept2 Rower Demo.

[Click here](#) to determine the maximum amount of time you will have to successfully pass the physical readiness test.

## Oral Board Interviews

### **What are the interviews?**

The interview is conducted by a panel, typically consisting of two members. You will only interview with one panel. The interview questions are non-law enforcement interview questions and are used to gauge your suitability towards our agency's mission and core values. It is anticipated that the length of the interview will be thirty minutes.

### **How are the applicants scheduled for interviews?**

After successfully passing the physical readiness test, applicants will select a time slot in which they will return for an oral board interview **that same day**. Applicants will be allotted time and access to shower facilities prior to going into their interview if needed.

## Background Investigation

### **What is a comprehensive background investigation?**

As required by Minnesota Rule 6700.0700 and Minnesota Department of Public Safety Administrative Policy Number 4060, you must submit to a thorough background investigation to evaluate your suitability for employment as a peace officer with this agency. This background investigation will include an analysis of public and private information, including criminal and civil court records, driver's license and credit information, educational and employment history and interviews with references, neighbors, family members and others.

### **How long does the background investigation take to complete?**

Background investigations take about 8 weeks to complete.

### **Where can I get my background investigation materials?**

The background investigation materials will be emailed to you.

### **Does each hiring process require a background investigation?**

Yes.

## **Training Academy**

### **How long is your Training Academy?**

The Training Academy consists of a seventeen weeks residential modified stress academy at Camp Ripley in Little Falls, MN. Candidates who complete the residential training are appointed as a State Patrol Trooper. Newly appointed troopers, upon graduation, are required to complete a twelve week field training program.

### **Do I have to stay at Camp Ripley during the seventeen week period?**

Yes, cadets shall arrive at Camp Ripley between 7 p.m. – 9 p.m. on Sunday evening and are released Friday evening after an inspection is completed.

### **If I have already completed the skills training and am eligible to be licensed, do I still have to complete the entire school?**

Yes, you will need to complete the seventeen week Training Academy including all of the educational and skills classes required to graduate.

### **Can I receive special shortened training because I am an incumbent officer or Military?**

No.

### **What do I need to bring to the Training Academy if I am offered a position?**

If selected, you will be provided with more information.

### **Is it a college setting or military setting?**

It is a paramilitary setting with modified stress utilizing adult learning concepts.

### **How many applicants will you hire?**

The number of positions available is dependent upon legislative funding and budgetary constraints.

## Field Training

### **How long is Field Training?**

Graduates of the Training Academy complete 12 weeks of Field Training.

### **How long is probation?**

One year - which begins once you have been sworn-in at the Training Academy's graduation

### **What equipment is provided by the department and what equipment will I need to purchase?**

All troopers receive a take home squad car. Uniforms, body armor, equipment and weapons are supplied. You will have to buy uniform boots and gloves.

## Compensation and Benefits

### What is the pay?

During the Training Academy, cadets will be compensated at base Trooper salary, which is \$62,483/year or \$30.04/hour. Top trooper pay of \$82,207 is reached after 8 years.

- Troopers assigned to designated metro freeway stations earn an additional percentage per month over the base rates.
- There is an additional three to 13 percent added to the base salary for special assignments such as air wing, commercial vehicle enforcement, investigations, public information trooper, etc.

### Credit for prior law enforcement experience:

Current law enforcement officers may be eligible for lateral pay upon completion of training and appointment. The Chief of the State Patrol may grant a new employee up to four (4) years of credit (up to the fifth step) for previous full-time employment as a peace officer, as defined by M.S. 626.05, subdivision 2, or similar law of another state. Such credit shall determine only the new employee's initial placement on the salary grid.

### What are the benefits?

#### Health and Dental

As a full-time, permanent employee, you are eligible to participate in the state's group insurance program and choose either single or family coverage. LETO Cadets receive medical and dental benefits approximately 35 days from the start of the LETO Program. Traditional cadets receive benefits approximately 35 days from the start of Training Academy. To qualify, all paperwork must be submitted properly to Human Resources.

There are a variety of health and dental plans. Each health plan provides comprehensive coverage for most illnesses and injuries. All dental plans provide comprehensive coverage for most conditions requiring dental diagnosis and treatment, including orthodontic treatment for children, as well as a broad range of preventive services. For more information, [click here](#).

#### Life and Disability Insurance

The state offers both basic and optional life insurance coverage for you, your spouse and your children.

- Basic insurance automatically entitles you to a term life insurance policy in an amount equal to your annual salary.
- Options to purchase additional term life insurance are available for you, your spouse and children.
- Optional disability insurance is offered that will help replace lost income should you become disabled.
- Short-term disability insurance provides income for up to 180 days if you become totally disabled due to illness, injury or pregnancy.
- Long-term disability insurance provides income beyond 180 days of total disability.

## **Paid Parental Leave**

Eligible state employees are entitled to up to six (6) consecutive weeks of paid parental leave following: the birth of a child; placement of a child in the employee's home for adoption; or placement of a child in the employee's home to adjudicate parentage in cases of surrogacy when the employee is the intended parent. This leave is available to both parents if they are both eligible state employees.

[Full Paid Parental Leave Policy](#)

## **Where can I find more information on the Minnesota State Patrol's retirement benefits?**

For more information on the Minnesota State Retirement System, [click here](#).

## **Vacation Accrual**

Vacation hours begin accruing upon graduation and trooper assignment.

- New troopers accrue four hours of vacation and four hours of sick leave every two weeks.
- Former public sector or United States Armed Services employees who were in a vacation eligible position prior to hire, may be granted vacation accrual at a rate based on their years of service (subject to the discretion of the Appointing Authority).
- Vacation accrual rates increase with service time to a maximum of nine hours every two weeks.
- Vacation balances can accumulate to any amount, but the balance must be reduced to 275 hours once per fiscal year.

Vacation balances are paid in cash upon separation.

## Miscellaneous

### **Do I need to be First Responder certified before starting the academy?**

Yes, you need to be First Responder certified when you begin the academy. Minnesota First Responder requirements can be found at [www.emsrb.state.mn.us](http://www.emsrb.state.mn.us).

### **Where can I get First Responder certification training?**

Local Fire Departments, Hospitals, various EMS providers and other organizations offer First Responder certification courses. The course you attend must be an EMSRB approved training program. You are encouraged to obtain this training on your own in your local area.

### **If I have active duty orders, will I still be able to participate in the hiring process?**

If you are unable to complete the online application while you are on orders, you must designate a friend or family member to complete it in your absence. The Online Personality Assessment is completed on your own via your own computer. If you are unavailable to attend the physical readiness testing and/or oral board interview, special accommodations can be made at the discretion of the Director of Training. The medical and psychological exams must be done in person.

You must notify the applicant coordinator immediately after you apply.

### **Do you administer a polygraph examination?**

No.

### **How soon can I transfer after I am hired?**

You are eligible for transfer once you are off probation. Troopers typically have the opportunity to transfer around the state once a year. Transfers are based on seniority and the vacancies that exist.

### **Where are the districts and stations?**

Refer to the district map. To view the district map, [click here](#).

### **Do I have to live in the district or station?**

Yes, you have to live within your district and station. The only exception is Metropolitan-area freeway station troopers which may establish their residence outside their assigned station boundary by no more than a ten-mile radius. Troopers permanently assigned to the 4550 station are allowed a fifteen-mile radius within district 2500, or ten miles if it extends into another district.

### **Can I choose where I work?**

Placement of cadets is based on both the needs of the organization and the interest of the applicant. In most cases, you will receive your district/station assignment when you receive your official offer of employment.

**Do I have to move or can I just rent an apartment until I transfer?**

Probationary Troopers must establish a temporary residence in the station to which they have been assigned for duty. They shall live in and occupy such living quarters during that portion of the work week they are scheduled for patrol duty, call duty, or stand-by duty. Upon transfer or permanent assignment, members shall, within 120 days after their assignment, establish their residence in the station to which they have been assigned.

**Can I apply for a specialty position within the Minnesota State Patrol (K-9, Public Information Officer, Executive Protection, Pilot, SRT, etc.)?**

You may apply for a specialty position once you are off of probation. To apply to SRT, you must have two years on. To apply to the Flight Section, you must have a minimum of five years as a Trooper and hold a commercial instrument single engine license.

**How long before I can be promoted?**

You must have a minimum of five years as a Trooper to participate in the promotional selection process to become a lieutenant.

**Do you offer education reimbursement?**

Not at this time.

**Do I need to be a United States Citizen at the time of application?**

No.

**When do I need to be a United States Citizen?**

You must be a United States Citizen by December 29, 2020.

**How old do I have to be to apply for a position with the Minnesota State Patrol?**

You must be 21 years of age by the date you are appointed a Trooper.

**Do I need a valid driver's license at the time of application?**

No.

**When do I need a valid driver's license?**

November 18, 19 or 20, 2020 (PT test date)

**Do you have a maximum hiring age?**

There is not a maximum hiring age. Mandatory retirement is age 60.

**If I don't get an offer this year can I remain on an eligibility list for next year?**

No. We do not maintain an eligibility list. Applicants must re-apply with each process.

**If I am fluent in a language other than English, what languages are given preference during the final selection process?**

The languages that will be given preference are Chinese, Mandarin, Spanish, Russian, Hmong, Vietnamese, Somali, and American Sign Language (ASL).

**Why doesn't the State Patrol have an eligibility list they work off instead of starting over every year?**

The MSP wishes to be inclusionary to all applicants who are eligible each year.

**If I was terminated by the Patrol can I be rehired?**

Yes, but the termination circumstances will be taken into account during the selection process.

**What are some of the medical requirements for the State Patrol?**

As part of the medical evaluation, vision will be tested. The State Patrol visual acuity requirements are 20-100 uncorrected, correctable to 20-20 with glasses, hard contacts or soft contacts. If an applicant tests with uncorrected vision in excess of 20-100 they then must use soft contacts with vision correctable to 20-20. Individuals must have worn soft contacts a minimum of six months. Written verification from the applicant's optometrist must be provided at the time of the medical examination. Color blindness and peripheral vision will also be evaluated; applicants must pass these evaluations. Any applicant having vision correction surgery must have had surgery a minimum of six months prior to the medical examination, and must provide written medical verification and documentation at the time of the examination that no complications exist.

Hearing assessment by an Audiogram is required as part of the medical evaluation. Any applicants requiring or using hearing aids will need to bring in documentation from a licensed audiologist showing corrected hearing meets requirements of: not have more than a 35db loss in either ear when averaging the loss at 500, 1000, 2000 and 3000hz.

Diabetics should follow the [ACOEM Guidance for the Medical Evaluation of Law Enforcement Officers](#). The following is used to determine how strict the application of the components of the guidelines will be:

- Types of diabetes (insulin dependent vs diet/oral control)
- Date of diagnosis
- Documented control of blood glucose and hemoglobin A1c
- History of episodes of very low or very high blood glucose
- Complications secondary to diabetes (eyes, kidney, nervous system)
- Candidate's comprehensiveness of his or her condition and recognition of warning signs.

All candidates with diabetes will be individually assessed per these guidelines.