

# Minimum Selection Standards and Thorough Background for Hiring

Minn. Stat. 626.87 and Minn. R. 6700.0700

1. Is \_\_\_\_\_ [the candidate] a **Citizen of the United States**?  Yes  No  
City of Birth: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_  
Place of naturalization: \_\_\_\_\_ Date: \_\_\_\_\_  
Is evidence of citizenship attached?  Yes  No If no, where can it be found? \_\_\_\_\_  
Has Social Security Number been verified?  Yes  No
2. Does the candidate have a **valid driver's license**?  Yes  No  
Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_  
Is evidence of driver's license check attached?  Yes  No  
If no, where can it be found? \_\_\_\_\_
3. Has the candidate filed a **written job application**?  Yes  No  
Is the written job application attached?  Yes  No Date: \_\_\_\_\_  
If no, where can it be found? \_\_\_\_\_
4. Has applicant been **convicted of a felony** in the state of Minnesota?  Yes  No  
In another state?  Yes  No If yes, where \_\_\_\_\_
5. Has the **applicant been convicted**, under Minn. Stat. 609.224, 609.2242, 609.231, 609.2325, 609.233, 609.2335, 609.234, 609.324, 609.465, 609.466, 609.52, or 609.72, subdivision 3; or convicted under any state or federal narcotics or controlled substance law irrespective of any proceeding under Minnesota Statutes, section 152.18, or any similar law of another state or federal law; or of any of the crimes listed in this item in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota?  
  
Is evidence of criminal history search attached?  Yes  No  
If no, where can it be found? \_\_\_\_\_
6. Is the applicant required to register as a predatory offender?  Yes  No
7. Has applicant **been fingerprinted**?  Yes  No  
Have the applicant's fingerprints been submitted to the BCA for 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? \_\_\_\_\_
8. Has the applicant been **examined by a licensed physician**?  Yes  No  
Name of physician who performed the physical examination: \_\_\_\_\_  
Date of examination: \_\_\_\_\_ Clinic: \_\_\_\_\_  
Is a copy of the results attached?  Yes  No If no, where can it be found? \_\_\_\_\_
9. Has the applicant been **examined by a licensed psychologist**?  Yes  No  
Name of psychologist who performed the evaluation: \_\_\_\_\_

Date of evaluation: \_\_\_\_\_ Clinic: \_\_\_\_\_

Is a copy of the evaluation results attached?  Yes  No

If no, where can it be found? \_\_\_\_\_

10. Has the applicant **participated in an oral interview**?  Yes  No

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Is documentation available?  Yes  No

Who conducted the oral interview of the candidate? \_\_\_\_\_

11. Has a **job-related test of physical strength and agility** been done?  Yes  No

Is candidate exempt pursuant to Minn. R. 6700.0700, subpart 2.?  Yes  No

Is documentation attached?  Yes  No If no, where can documentation be found? \_\_\_\_\_

12. Was a **thorough background investigation** performed?  Yes  No

Pursuant to Minn. Stat. 626.87, Subd. 5, upon initiation of a background investigation under this section, the law enforcement agency shall give written notice to the Peace Officer Standards and Training Board of the candidate's full name and date of birth; and the candidate's peace officer license number, if known.

Was notice provided to the POST Board?  Yes  No

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.

Who performed the background investigation? \_\_\_\_\_

Was anything uncovered that would preclude the candidate from being licensed?  Yes  No

Is a copy of the background investigation attached?  Yes  No

If no, where can it be found? \_\_\_\_\_

Does your agency have more stringent standards pursuant to Subpart 4?  Yes  No

If so, what are they? \_\_\_\_\_

Pursuant to Minn. R. 6700.0700, Subpart 2, the Chief Law Enforcement Officer must maintain documentation and have the necessary documents available for periodic examination by the Minnesota Board of Peace Officer Standards and Training.

Agency Name	
Print Chief Law Enforcement Officer's Name	
Chief Law Enforcement Officer's Signature	Date Completed