# CITY OF KEEWATIN

# POLICE DEPARTMENT

# APPLICATION

127 WEST 3rd AVE. / P.O. BOX # 36

KEEWATIN, MN 55753

(218)778-6366

| For Official Use Only | |
|---|---|
| Applicant Name | |
| Interview Date | |
| Score | |
| | |

**BOARD OF PEACE OFFICER STANDARDS AND TRAINING**
**TRAINING AND LICENSING RULES**
Chapter 6700

**6700.0100 DEFINITIONS.**

**Subp. 9a. Conviction.** "Conviction" means that a person has been charged with a crime and the person was found guilty of that crime, regardless of length of or imposition or execution of any sentence received, any deferred finding of guilt or imposition of sentence by the court, any continuance for dismissal granted by the court, or any expungement of the offense records or conviction.

**6700.0200 STATUTORY AUTHORITY.**

The Board of Peace Officer Standards and Training, which operates pursuant to Minnesota Statutes, sections 626.84 to 626.863, is authorized to adopt rules and standards relating to the selection, training, and licensing of peace officers and part-time peace officers in Minnesota. The following rules are adopted pursuant to Minnesota Statutes, sections 214.12, 626.843, and 626.863.

**6700.0300 PROFESSIONAL PEACE OFFICER EDUCATION.**

**Subp. 5.**

**Participation requirements.**

A. All certified schools shall develop standards for admission to the professional peace officer education courses. These standards must measure the student's likelihood of successful completion of the program.

B. No student may be admitted to the professional peace officer program who:

(1)poses a serious threat to the health or safety of themselves or others; or

(2)has been convicted of any crime listed as a disqualification from appointment to the position of peace officer under part 6700.0700, subpart 1, item F.

The school shall submit to the POST board name sof applicants for the purpose of verifying the conviction data. The POST board shall report to the school the names of applicants who do not qualify for admission under this section.

## 6700.0700 MINIMUM SELECTION STANDARDS.

**Subpart 1. Selection standards.**

A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2.

A. The applicant shall be a citizen of the United States.

B. The applicant shall possess a valid Minnesota driver's license; or in case of residency therein, a valid driver's license from another state; or eligibility to obtain either license.

C. The applicant shall complete a comprehensive written application.

D. The applicant shall submit to a thorough background search, including searches by local, state, and federal agencies, to disclose the existence of any criminal record or conduct which would adversely affect the performance by the applicant of peace officer duties.

E. The applicant must not be required to register as a predatory offender under Minnesota Statutes, section 243.166 or 243.167.

F. No applicant may be appointed to the position of peace officer who has been convicted:

(1) of a felony in this state or in any other state or federal jurisdiction;

(2) of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota;

(3) under Minnesota Statutes, section 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

(4) 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.

G. The applicant shall be fingerprinted for the purpose of disclosure of any felony convictions. Fingerprint cards shall be forwarded to the appropriate divisions of the Bureau of Criminal Apprehension and the Federal Bureau of Investigation. The chief law enforcement officer shall immediately notify the board if a previous felony conviction is discovered.

H. A licensed physician or surgeon shall make a thorough medical examination of the applicant to determine that the applicant is free from any physical condition which might adversely affect the performance of peace officer duties.

I. An evaluation, including an oral interview, shall be made by a licensed psychologist to determine that the applicant is free from any emotional or mental condition which might adversely affect the performance of peace officer duties.

J. The applicant shall pass a job-related examination of the applicant's physical strength and agility to demonstrate the possession of physical skills necessary to the accomplishment of the duties and functions of a peace officer.

K. The applicant shall successfully complete an oral examination conducted by or for the agency to demonstrate the possession of communication skills necessary to the accomplishment of the duties and functions of a peace officer.

**Subp. 4.More rigid standards.** An appointing authority may require an applicant to meet more rigid standards than those prescribed in this part.

**6700.1600 VIOLATION OF STANDARDS OF CONDUCT.**

Violation of any of the following standards of conduct by a licensee constitutes grounds for disciplinary action:

A. engaging in conduct prohibited by, or listed as, grounds for disciplinary action in this chapter, Minnesota Statutes, chapter 214, or sections 626.84 to 626.90, or engaging in conduct which violates any statute enforced by the board;

B. obtaining a license from the board by fraud or cheating, or attempting to subvert the examination process;

C. being convicted of a felony or gross misdemeanor in this state, or in any other state or federal jurisdiction of an offense that would constitute a felony or gross misdemeanor if committed in Minnesota including a finding or verdict of guilt, whether or not the adjudication of guilt is withheld or not entered, an admission of guilt, or no contest;

D. having been the subject of revocation, suspension, or surrender of a peace officer license or certificate in resolution of a complaint or other adverse action relating to licensing or certification in another jurisdiction;

E. failing to report the revocation, suspension, or surrender of a license or certificate in resolution of a complaint, or other disciplinary or adverse action taken against a licensee in this or another jurisdiction, or having been refused a license or certificate by any other jurisdiction;

F. being convicted of a state or federal narcotics or controlled substance law irrespective of any proceedings under Minnesota Statutes, section 152.18, or any similar law of another state or federal law;

G. being adjudicated by a court of competent jurisdiction, within or without the state, as incapacitated, mentally incompetent, chemically dependent, mentally ill and dangerous to the public, or as having a psychopathic personality, or required to register as a predatory offender under Minnesota Statutes, section 243.166 or 243.167;

H. violating any order issued by the board;

I. practicing outside the scope of Minnesota Statutes, section 626.863;

J. making an intentional false statement or misrepresentation to the board;

K. engaging in sexual penetration or contact without consent, as defined in Minnesota Statutes, section 609.341, or engaging in conduct that violates Minnesota Statutes, section 617.23. Sexual contact does not include contact that is part of standard police procedure such as search and arrest;

L. being convicted, including a finding or verdict of guilt, whether or not the adjudication of guilt is withheld or not entered, an admission of guilt, or a no contest plea of a violation of Minnesota Statutes, sections 518B.01, subdivision 14; 609.23; 609.231; 609.342; 609.343; 609.344; 609.345; 609.3451; 609.43; 609.465; 609.466; 609.52; 609.53; 609.748, subdivision 6; or 626.557;

M. failing to cooperate with an investigation of the board as required by part 6700.1610, subpart 4;

N. engaging in sexual harassment, as defined by Minnesota Statutes, section 363A.03, subdivision 43;

O. using deadly force when not authorized by Minnesota Statutes, section 609.066; or

P. being convicted of solicitation, inducement, or promotion of prostitution in violation of Minnesota Statutes, section 609.322, or any conviction under Minnesota Statutes, section 609.324, or being convicted of similar offenses in another state or federal jurisdiction.

# KEEWATIN POLICE DEPARTMENT REJECTION CRITERIA

**The following will result in the rejection of Keewatin Police Department applicants:**

Felony and Gross Misdemeanor convictions (including pardons & expungements);

Controlled substance conviction;

Criminal sexual misconduct conviction;

Conviction of assaulting, fleeing or eluding a police officer;

Evidence that the applicant has misrepresented or falsified any information to the Keewatin Police Department.

Past Background by the Keewatin Police Department that led to the applicant not being hired

**The following may result in rejection of Keewatin Police applicants:**

D.U.I., Implied Consent, or B.A.C. over .08, on the driving record in the last five years;

Misdemeanor conviction (including traffic violations, D.A.R., and D.A.S.) in the last three years;

Dismissal from a law enforcement agency or negotiated resignation in lieu of termination;

An undesirable discharge from the military or an honorable discharge which indicates the applicant is not eligible for re-enlistment;

More than two (2) "at fault" motor vehicle accidents in the last two (2) years;

Documented instances of misconduct by prior employers;

Documented instances of undesirable work habits;

Documented pattern of unfitness or pattern of misconduct;

Documented history of behavior which indicates that the applicant will not succeed as a Keewatin Police Officer;

Insufficient references, unsatisfactory references, or unsatisfactory personal qualifications.

Initial here_____

# Keewatin Police Department

## Patrol Officer

## Essential Job Functions

The following functions have been determined by job analysis to be the essential functions for the position of Police Officer

1. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down elevated surfaces; jump over obstacles, ditches, and streams; and crawl in confined areas to pursue, search, investigate, and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
4. Effectively communicate verbally by listening to people and by giving information, directions, and commands.
5. Conduct searches of buildings and outdoor areas of varying size which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.
6. Conduct visual and audio surveillance for extended periods of time.
7. Enter and exit vehicles quickly to pursue a suspect or answer an emergency call.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
9. Gather information in criminal investigation by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informants.
10. Load, unload, aim, and fire handguns, shotguns, and other department firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
11. Manage interpersonal conflicts to maintain order.

12. Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice, and snow.
13. Perform law enforcement functions while flexible hours.
14. Perform law enforcement functions requiring unanticipated overtime.
15. Perform tasks which requires lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
16. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
17. Prepare legible handwritten investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations, which are accurate and complete.
18. Pursue fleeing suspects on foot in both daylight and darkness in unfamiliar terrain.
19. Read and comprehend rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
20. Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved nonlethal weapons.
21. Use body force to gain entrance through barriers to search, seize, investigate, and/or rescue.

# City of Keewatin
# Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

*(PLEASE PRINT)*

| Position(s) Applied For: | Date of Application: |
|---|---|
| How Did You Learn About Us? | |
| ☐ Advertisement ☐ Friend ☐ Walk-In | |
| ☐ Employment Agency ☐ Relative ☐ Other_____ | |

| Last Name | First Name | Middle Name | | |
|---|---|---|---|---|
| Address: *Number* | *Street* | *City* | *State* | *Zip Code* |
| Telephone Number(s) | | Social Security Number | | |

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain _____

_____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

| | Elementary School | | | | | High School | | | | Undergraduate College / University | | | | Graduate / Professional | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| School Name and Location | | | | | | | | | | | | | | | | | |
| Years Completed | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Diploma / Degree | | | | | | | | | | | | | | | | | |
| Describe Course of Study | | | | | | | | | | | | | | | | | |

| | |
|---|---|
| Describe any specialized training, apprenticeship, skills and extra—curricular activities | |
| Describe any honors you have received | |
| State any additional information you feel may be helpful to us in considering your application | |

| Indicate any foreign languages you can speak, read and/or write | | | |
|---|---|---|---|
| | FLUENT | GOOD | FAIR |
| SPEAK | | | |
| READ | | | |
| WRITE | | | |

List professional, trade, business or civic activities and offices held.
***You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:***

_____

_____

_____

_____

# References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States military? ☐ Yes ☐ No

If yes, please describe _____

_____

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

☐ Yes ☐ No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

| | | | | |
|---|---|---|---|---|
| **1.** Employer | | Dates Employed | | |
| | | From | To | **Work Performed** |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | | |
| **2.** Employer | | Dates Employed | | |
| | | From | To | **Work Performed** |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | | |
| **3.** Employer | | Dates Employed | | |
| | | From | To | **Work Performed** |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | | |
| **4.** Employer | | Dates Employed | | |
| | | From | To | **Work Performed** |
| Address | | | | |
| Telephone Number(s) | | Hourly Rate/Salary | | |
| | | Starting | Final | |
| Job Title | Supervisor | | | |
| Reason for Leaving | | | | |

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____
Signature of Applicant Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____
INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ _____
NAME AND TITLE DATE

NOTES _____

# INFORMATION REGARDING
# THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

The personnel data we collect from you is used to record your employment history with the City of Keewatin, and in the administration of health insurance, pension plans, fringe benefits, worker's compensation, unemployment compensation, employee assistance programs, and for affirmative action and equal employment opportunity reports.

You are not required to provide all of the information we ask you to provide. However, it may affect our ability to administer certain programs if you do not provide it. If you have any questions about the information we ask you to provide after reviewing the chart attached hereto, please contact the City Clerk.

The information we collect about you is classified as:

- Public, which means that the information is available to anyone who asks to see it.
- Private, which means that the information is available only to the person the information is about, and to the staff who must use it in the normal course of conducting City business, and as otherwise provided for by law, and
- Confidential, which means that information is not accessible to the date subject (e.g., certain human rights investigations).

As an employee of the City of Keewatin, the following information about you will be public:

- Name
- Actual gross salary
- Salary range
- The value and nature of any employer-paid fringe benefits
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary (e.g., travel advance, tuition reimbursement and parking)
- Your job title
- Your job description
- Education and training background
- Previous work experience
- Dates of your first and last employment with the City
- The terms of any agreement settling administrative or judicial proceedings
- The final disposition of any disciplinary action together with the specific reasons for the action
- Work location
- Work telephone number
- Badge number, if applicable
- Your city and county of residence
- Honors and awards received because of City employment
- Payroll timecards or other comparable data that record time worked for payroll purposes but not the reasons for the use of sick or other medical leave or other non-public data
- The status, but not the nature, of any complaints or charges against you, whether or not the complaint or charge resulted in a disciplinary action.

Personnel data may be shared with personnel employees, accounting and payroll staff, and insurance providers (in general, those whose position and/or work assignment requires access) as needed for business purposes. There are also other entities with which private personnel data may occasionally be shared on a need-to-know basis (labor organizations, IRS, Social Security Administration, Public Employees Retirement Association, etc.). The City of Nashwauk will comply with applicable laws in this regard.

Except as noted above or in accordance with the law, information not listed as public, which is maintained as part of your personnel record, is private, and will not be shared with anyone except with your informed consent.

# EMPLOYMENT INFORMATION CHART

| Information Requested | How We Use it | Legally Required? | Known Consequences of Not Supplying Information |
|---|---|---|---|
| Full Name & Home Address | Identification; mailings to home address | No | May not receive information which is mailed to home address |
| Social Security | Identification; tax administration | Yes | Cannot be employed without a Social Security Number |
| Date of Birth | Identification; benefit plans; equal employment opportunity reports | No | Could cause problems in administering benefit plans |
| Sex | Identification; benefit plans; equal employment opportunity reports | No | Could cause problems in administering benefit plans |
| Martial Status | Benefit plans | No | Could cause problems in administering benefit plans |
| Disability Status | Equal employment opportunity reports; reasonable accommodation | No | May not receive reasonable accommodations |
| Military Service | Equal employment opportunity reports; Veterans' Preference | No | Incomplete information in EEO reports; may not receive Veterans' Preference notices |
| Home Telephone Number | Contacts regarding work assignments | No | May be problem with employment if chronically unable to reach by telephone |
| Emergency Contact Telephone Number | To contact relatives or friends in case of an emergency on the job | No | May considerably slow down our ability to reach someone on employee's behalf in an emergency |

**Note: Although most of these items are not legally required, there may be employment-related or personal consequences for not providing them.**

# KEEWATIN POLICE DEPARTMENT
# SUPPLEMENTAL APPLICATION

Full Name:

Do you currently hold a full time Minnesota POST Board license:

POST license number:

If not licensed, are you eligible to be licensed by Minnesota POST:

Date POST Board exam was taken:

Are you now or ever been licensed/certified by another state as a peace officer:

What state:

Do you have a valid Minnesota Drivers License:

Do you have a valid drivers license from another state: What state:

List the number of years/months you have worked as a peace officer:

Of those years how many as full time: How many part time:

Do you have a two-year or a four-year (circle one) college degree:

School name: Date of graduation:

Are you currently certified in Minnesota for any of the following?

Intoxilyzer operator: Radar operator:

First Responder: EMT:

List the total number of Minnesota POST Board training hours you have earned in the last 5 years, do not include training completed prior to becoming POST licensed or eligible to be licensed.
Total Number:

Are you currently employed as a peace officer with the City of Nashwauk:

If yes, how long:

Do you claim veterans preference points: Are you a qualifying disabled veteran:

I affirm all of the information provided above is true and correct to the best of my knowledge.

Signature_____Date_____

## Section 21—Autobiography Page

Use this blank page to complete the autobiography. Use black ink and sign the sheet when completed. You may add another blank sheet if you run out of room.

**KEEWATIN POLICE DEPARTMENT**
**RELEASE AND WAIVER TYPE**
**GENERAL AUTHORIZATION AND**
**RELEASE**
**PURSUANT TO MINNESOTA STATUTE 13.05, SUB.4, MINNESOTA DATA ACT**

FOR RELEASE OF CRIMINAL HISTORY_____

I, , am an applicant for a position with KEEWATIN POLICE DEPARTMENT. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the KEEWATIN POLICE DEPARTMENT bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the KEEWATIN POLICE DEPARTMENT, whether said records are of public, private, or confidential nature. **The intent of this authorization is to give my informed consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Keewatin Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.**

I consent to your release of any and all public and private information that you may have concerning me, in writing or orally, my educational and training records, my work record, my background and reputation, my military service records, educational and training records, my financial status, my criminal history record, including any arrest records, any information contained in investigator files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the KPD regardless of any agreement I may have made with you previously to the contrary. The law enforcement agency requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the KPD acceptance and processing of my application for employment, I agree to hold KPD, it's agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the KPD. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Keewatin Police Department in conjunction with employment procedures. Should there be any questions as to the validity of this release, you may contact me at that address listed on this form.

This authorization shall be valid for a period of one year from the date of my signature, but I reserve the right to, at any time prior to that expiration, cancel this written authorization by providing written notice to the department or to you of that fact. I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

DATE:_____FULL NAME:_____(Original signature)

FULL NAME :( Printed)_____Soc. Sec. #_____

CURRENT ADDRESS: _____ City:_____State:_____ZIP:_____

PHONE NUMBER: (_____)_____

INVESTIGATOR'S SIGNATURE:

KEEWATIN POLICE DEPARTMENT
127 West 3rd Ave. - PO Box # 36
Keewatin, Mn. 55753
(218)778-6366

**KEEWATIN POLICE DEPARTMENT**
**RELEASE AND WAIVER TYPE**
**GENERAL AUTHORIZATION AND**
**RELEASE**
**PURSUANT TO MINNESOTA STATUTE 13.05, SUB.4, MINNESOTA DATA ACT**

TO: MN DEPARTMENT OF MOTOR VEHICLES/ DEPARTMENT OF PUBLIC SAFETY_____

I, _____, am an applicant for a position with KEEWATIN POLICE DEPARTMENT. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the KEEWATIN POLICE DEPARTMENT bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the KEEWATIN POLICE DEPARTMENT, whether said records are of public, private, or confidential nature. **The intent of this authorization is to give my informed consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Keewatin Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.**

I consent to your release of any and all public and private information that you may have concerning me, in writing or orally, my educational and training records, my work record, my background and reputation, my military service records, educational and training records, my financial status, my criminal history record, including any arrest records, any information contained in investigator files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the KPD regardless of any agreement I may have made with you previously to the contrary. The law enforcement agency requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the KPD acceptance and processing of my application for employment, I agree to hold KPD, it's agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the KPD. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Keewatin Police Department in conjunction with employment procedures. Should there be any questions as to the validity of this release, you may contact me at that address listed on this form.

This authorization shall be valid for a period of one year from the date of my signature, but I reserve the right to, at any time prior to that expiration, cancel this written authorization by providing written notice to the department or to you of that fact. I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

DATE:_____FULL NAME:_____(Original signature)

FULL NAME :( Printed)_____Soc. Sec. #_____

CURRENT ADDRESS: _____ City:_____State:_____ZIP:_____

PHONE NUMBER: (_____)_____

INVESTIGATOR'S SIGNATURE:

KEEWATIN POLICE DEPARTMENT
127 West 3rd Ave. - PO Box # 36
Keewatin, Mn. 55753
(218)778-6366