



Police Officer Recruitment Supplemental Questionnaire

Please complete the following information. This form, along with a **cover letter** and **resume** must be turned in with your **application**.

We welcome your interest in advancing your career with the City of Mountain Lake. Please furnish us with as complete information as possible so that we may give you full consideration. In addition to this questionnaire, you may attach further information, which you believe qualifies you for the position of Police Officer.

The City of Mountain Lake is an Affirmative Action Employer. It is our policy to provide equal employment opportunities to all. The City of Mountain Lake does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, membership or activity in a local commission, or status with regard to public assistance. Applicants will be evaluated and selected on the basis of merit.

| | | |
|------------|-----------|----|
| First Name | Last Name | MI |
|------------|-----------|----|

MINIMUM SELECTION STANDARDS (PER MINNESOTA RULES 6700.0700)

| | |
|---|--|
| Are you a citizen of the United States? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---|--|

| | |
|---|--|
| Do you possess a valid driver's license from Minnesota or a contiguous state? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---|--|

| |
|--|
| <p>Check below if you have ever been convicted of any of the following offenses:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A felony in this state or in any other state or federal jurisdiction <input type="checkbox"/> An offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota <input type="checkbox"/> MSS § 609.224 (assault in the 5th degree), <input type="checkbox"/> MSS § 609.2242 (domestic assault), <input type="checkbox"/> MSS § 609.231 (mistreatment of residents or patients), <input type="checkbox"/> MSS § 609.2325 (abuse of a vulnerable adult), <input type="checkbox"/> MSS § 609.233 (neglect of a vulnerable adult), <input type="checkbox"/> MSS § 609.2335 (financial exploitation of a vulnerable adult), <input type="checkbox"/> MSS § 609.234 (failure to report maltreatment of a vulnerable adult), <input type="checkbox"/> MSS § 609.324 (prostitution related prohibited acts), <input type="checkbox"/> MSS § 609.465 (presenting false claims), <input type="checkbox"/> MSS § 609.466 (medical assistance fraud), <input type="checkbox"/> MSS § 609.52 (theft), <input type="checkbox"/> MSS § 609.72, subdivision 3 (disorderly conduct in re a vulnerable adult) <input type="checkbox"/> Any state or federal narcotics or controlled substance law <input type="checkbox"/> Any of the crimes listed in another state or federal jurisdiction, or under a local ordinance that would be a conviction if committed in Minnesota |
|--|

| | |
|--|--|
| Do you have a MN POST Board Peace Officer License or will you be eligible for a MN POST Board Peace Officer License by the date listed in the application notice? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--|--|

| |
|--|
| <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">✓</div> <div> <p>A copy of your Peace Officer License or a copy of the letter from the MN POST Board confirming your eligibility MUST be submitted with your application</p> </div> </div> |
|--|

BACKGROUND

Have you ever been convicted of a gross misdemeanor offense?

If yes, please explain.

YES NO

Once in the last 5 years or twice ever, have you been convicted of DUI, DWI, BAC over .10, or Implied Consent Test Refusal?

YES NO

Have you ever been subject to any formal disciplinary action by an employer? (This would include verbal or written reprimands, suspensions, or demotions.) Please explain in further detail:

YES NO

In the last 3 years, have you had any "At Fault" motor vehicle accidents?

Explain:

YES NO

GENERAL QUESTIONS

Please list any awards or outstanding achievements you have received (this would include academic achievements or career achievements).

Please list any community activities, events or programs where you have volunteered.

Are you able and willing to work nights, weekends, and holidays?

YES NO

Do you have experience with shift work?

YES NO

Please explain:

Please check the amount of time you have been involved in the Police, Criminal Justice or Public Safety Field either as an employee or as a volunteer in any of the following areas (These will be verified upon completion of background process).

| | Never | <8 mos. | 8-18 mos. | 18 + mos. |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Police Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Deputy Sheriff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community Service Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Correctional Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Detention Deputy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Part Time Police Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Military Police | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Police Reserve | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Court Security | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Probation Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Juvenile Detention Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bailiff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paramedic | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 911 Dispatcher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C.E.R.T. Member | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Police Explorer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Police Intern | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you checked **Never** on all of the areas listed above, explain what you have done to prepare yourself for a career as a Licensed Peace Officer:

| | |
|---|---|
| <p>Do you have any formal customer service training or significant experience In dealing with the public? Please explain:</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>Do you have formal training or verifiable experience in conflict resolution? Explain in detail:</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>Do you have verifiable supervision experience over 2 or more subordinates? Explain:</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |

(Please continue to the next section)

**SUMMARY (ANY CHECKED ITEM MUST BE DOCUMENTED
IN APPLICATION OR SUPPLEMENTAL QUESTIONNAIRE)**

| Education – Check Highest Degree Attained | Check Highest | Points Assigned |
|---|-----------------------------|---|
| Associates Degree | <input type="checkbox"/> | 5 |
| Undergraduate (Bachelors) Degree | <input type="checkbox"/> | 10 |
| Graduate (Masters) Degree | <input type="checkbox"/> | 15 |
| Formal Training – MUST Attach Copies of Certifications | Check all that apply | Points Assigned |
| Certified Traffic RADAR or LIDAR Operator | <input type="checkbox"/> | 3 |
| Certified First Aid and CPR | <input type="checkbox"/> | 3 |
| Certified in S.F.S.T. and O.P.U.E. within past 5 years | <input type="checkbox"/> | 3 |
| Criminal Justice Related Experience | Check all that apply | Points Assigned |
| 8 to 18 months full-time Licensed Peace Officer or Deputy Sheriff | <input type="checkbox"/> | 12 |
| ✓ Check if more than 18 months as above | <input type="checkbox"/> | 5 |
| 8 to 18 months Community Service Officer, Correctional Officer, Detention Deputy, or part-time Peace Officer | <input type="checkbox"/> | 8 |
| ✓ Check if more than 18 months as above | <input type="checkbox"/> | 4 |
| 8 to 18 months Police Reserve, Court Security, Probation Officer, Juvenile Detention Officer, Bailiff, Paramedic, or 911 Dispatcher | <input type="checkbox"/> | 5 |
| ✓ Check if more than 18 months as above | <input type="checkbox"/> | 3 |
| Police Explorer, Police Intern or C.E.R.T. Member | <input type="checkbox"/> | 4 |
| Other Pertinent Experience | Check all that apply | Points Assigned |
| Prior Volunteer work | <input type="checkbox"/> | 3 |
| Fluent in a Foreign Language – Language: _____ | <input type="checkbox"/> | 5 |
| 8 to 18 months Security Guard or Loss Prevention | <input type="checkbox"/> | 4 |
| + Check if more than 18 months as above | <input type="checkbox"/> | 3 |
| Customer Service Training or Public Contact Experience | <input type="checkbox"/> | 3 |
| Verifiable Conflict Resolution Experience or Training | <input type="checkbox"/> | 4 |
| 8 months or more supervising 2 or more subordinates | <input type="checkbox"/> | 5 |
| No Traffic Convictions or “At Fault” Accidents in Last 3 Years | <input type="checkbox"/> | 3 |
| Applicant to Enter Point Total Here (max 90): | | <input style="width: 50px; height: 30px;" type="text"/> |
| ✓ Check box if you are electing to use Veteran’s Preference in this process | | <input type="checkbox"/> |

Note: Providing false or misleading information or omitting required information in completing the Employment Application or the Supplemental Questionnaire will result in elimination from the selection process or discharge if discovered subsequent to employment.

Did You Include?

- Cover letter and resume
- City of Mountain Lake Employment Application
- Supplemental Questionnaire and Summary Sheet
- Copy of MN Peace Officer License or copy of letter from POST Board confirming eligibility
- Copy of any applicable training certificates
- Veteran's Preference Form AND DD214 (if applicable)

Print Name

Signature

Date

**All forms must be received by
3:30 p.m. on Monday, April 1st, 2019**

**Return forms by mail or in person to:
City of Mountain Lake
Police Department
930 3rd Avenue
Drawer C
Mountain Lake, MN 56159**

**Questions: Call Police Chief Doug Bristol, 507-427-2999 ext. 2
City Hall Hours: M-F 9:00AM-4:00PM**