



PLYMOUTH POLICE EXPLORER POST #905



A Non-Profit Organization of LEARNING FOR LIFE

3400 Plymouth Blvd, Plymouth, MN 55447

Dear Applicant,

Thank you for your interest in the Plymouth Police Department Law Enforcement Explorer program. We are currently accepting applications.

Our law enforcement explorer post continues to be very successful, in fact leaders, in many areas including: State and National competition, and personal and career goals. To achieve this success, we strive to hire the best youth to fit our program by raising our bar of standards to the highest level possible. Therefore, we have created a hiring process that best gives us the chance to look at every applicant for who they are and what they will bring to our post.

The hiring packet that I have included along with this letter contains the following:

- LAW ENFORCEMENT EXPLORER INFORMATIONAL BROCHURE
- HIRING PROCESS INFORMATION
- APPLICATION
- BACKGROUND PACKET

If you would like to join the program, please return the completed application as soon as possible. If you have any questions, please do not hesitate to contact me.

Thank you again for your interest, and we look forward to hearing from you soon.

Sincerely,

Officer Sara Klaes and Sergeant Jon Hunt
Plymouth Police Department
3400 Plymouth Blvd.
Plymouth, MN 55447
763-509-5160
sklaes@plymouthmn.gov
jhunt@plymouthmn.gov



PLYMOUTH POLICE DEPARTMENT

3400 Plymouth Boulevard, Plymouth, MN 55447-1482
Phone (763) 509-5160 Fax (763) 509-5167

EXPLORER PROGRAM HIRING PROCESS

- 1) HIRING PACKET:** Hiring packets are sent out to everyone who requests information about the program. The main hiring is done at the beginning of August. However, we accept applications year-round, and may also hire at various times throughout the year depending on staffing.

- 2) APPLICATION:** Applications are to be filled out COMPLETELY, and sent back or dropped off to the Plymouth Police Department as soon as possible. Remember, this is a membership within a professional city government level, so print legibly and professionally, and seek the help of parents to proof read if necessary.

- 3) INTERVIEWS:** Applicants who move on from the application process and backgrounds will be invited to the police department for an interview. This is a professional organization so please consult with your parents if you have any questions about dress attire. You will be evaluated by one to two current explorers and two program advisors during the interview.

- 4) INITIAL TRAINING:** Applicants who move on from the interview will receive an invitation to attend two new explorer training sessions that will introduce you to the police explorer policies, uniforms, paperwork, defensive tactics and handcuffing procedures. After completing these trainings, you and your family will be invited to our First Nighter which will introduce you to all of the post advisors, the current explorers and the police department.

This may seem like a long, drawn-out process on paper, but the process moves very quickly. ****This form is geared toward the main August hiring process, but remember we may hire at other times during the year.**

Explorer Post #905

PLYMOUTH POLICE DEPARTMENT
3400 Plymouth Blvd, Plymouth, MN 55447

****APPLICATION/BACKGROUND PACKET****

CRITERIA FOR PLYMOUTH POLICE EXPLORER POST #905

The following **WILL** result in the rejection of explorer applicants/members:

- Felony or Gross Misdemeanor convictions (including pardons);
- Any Drug conviction;
- Conviction of Assault;
- Conviction for Theft (609.52, 609.465, 609.466);
- Evidence that the applicant has misrepresented or falsified any information to the department.

The following **MAY** result in the rejection or dismissal of explorer applicants/members:

- Any criminal convictions not listed above;
- Traffic violations - two (2) or more;
- More than two (2) "at fault" motor vehicle accidents in the past two (2) years;
- Documented instances of misconduct by prior employers;
- Documented instances of undesirable work habits;
- Documented history of behavior which indicates that the applicant will not succeed as a Plymouth police explorer;
- Unsatisfactory grades at school;
- Excessive tardiness or absences from mandatory training;
- Violation of Explorer Policy Manual
- Insufficient references, or unsatisfactory references, or unsatisfactory personal qualifications.

I have reviewed the above listed rejection criteria.

Applicant's Signature

Date

Parent or Guardian Signature (if under 18)

Date

PLYMOUTH EXPLORER POST #905
APPLICATION/BACKGROUND INFORMATION PACKET

****Use the back of the appropriate page if you need more room****

Applicant Information

Last Name	First	Middle	Date of Birth
<hr/>			
Street Address	City	State	Zip Code
<hr/>			
Home Phone	Cell Phone	Email Address	

Driver License Information

Have you ever been issued a drivers license? Yes No Which State? _____
Drivers License Number: _____
Is it currently valid? Yes No

Schooling

Do you currently attend school? Yes No
Current School: _____

Any other schools within the past 5 years? Yes No
If so, where?

Have you had any disciplinary action taken against you while attending school? Yes No
If so, explain:

Do you have attendance issues at school? Yes No
If yes, explain:

Describe your grades:

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APPLICATION/BACKGROUND INFORMATION PACKET – continued

Extra Curricular Events

Are you currently, or will be, involved in any sports, volunteer groups, or other obligations that need to be considered by you or your parents? Yes No

If so, explain in detail: _____

Employment History

Are you currently employed? Yes No

List the following if applicable:

Current Employer: _____
Immediate Supervisor: _____
Phone Number: _____
Employment Dates: _____ to _____

Previous Employer: _____
Immediate Supervisor: _____
Phone Number: _____
Employment Dates: _____ to _____
Reason for leaving: _____

Previous Employer: _____
Immediate Supervisor: _____
Phone Number: _____
Employment Dates: _____ to _____
Reason for leaving: _____

Previous Employer: _____
Immediate Supervisor: _____
Phone Number: _____
Employment Dates: _____ to _____
Reason for leaving: _____

May we contact your employers? Yes No

If not, why?

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APPLICATION/BACKGROUND INFORMATION PACKET – continued

Career

Do you plan on pursuing a career in law enforcement? Yes No

If not, what are your career goals (you **do not** have to be pursuing a law enforcement career to be accepted into this program)?

Police Contact

Have you ever had any contact with law enforcement? Yes No

If so, explain (what agency/suspect/victim/mentioned/etc):

Have you ever been convicted of a crime? Yes No

If so, explain (type of crime, date, outcome)

Have you ever been issued a traffic citation? Yes No N/A

If yes, please explain:

Training

The following questions are in direct relationship to the training you may receive as an explorer. If you have any question regarding the following questions please contact an advisor for explanation.

Are you able to lift up to 60 lbs for short periods of time? Yes No

Do you object to shooting a firearm? Yes No

Please check if you have received certification in any of the following training:

Firearms First Aid/CPR Drivers Ed Babysitting

Are there any other certifications that are not listed above? If so, please list:

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APPLICATION/BACKGROUND INFORMATION PACKET – continued

References

Please list three adults who can speak of your true character (do not list relatives). If teachers, we need information to contact them during the summer months as well:

Person #1

Last Name	First	Relationship	
Street Address	City	State	Zip Code
Home Phone	Work or Cell Phone		Email Address

Person #2

Last Name	First	Relationship	
Street Address	City	State	Zip Code
Home Phone	Work or Cell Phone		Email Address

Person #3

Last Name	First	Relationship	
Street Address	City	State	Zip Code
Home Phone	Work or Cell Phone		Email Address

PLYMOUTH EXPLORER POST #905
APPLICATION/BACKGROUND INFORMATION PACKET – continued

How many years do you believe you would be able to dedicate to this program? _____

How did you hear about the Explorer Program?

Continued

PLYMOUTH EXPLORER POST #905

APPLICATION/BACKGROUND INFORMATION PACKET - continued

Please print a brief reason why you want to become a member of the Plymouth Police Explorer Post:

PLYMOUTH EXPLORER POST #905
APPLICATION/BACKGROUND INFORMATION PACKET – continued

BY SIGNING YOUR SIGNATURE, YOU ARE STATING THAT YOU HAVE FILLED OUT THIS APPLICATION HONESTLY AND COMPLETELY. YOU ARE ALSO STATING THAT YOU GIVE THE PLYMOUTH POLICE DEPARTMENT PERMISSION TO COMPLETE BACKGROUND CHECKS INCLUDING, BUT NOT LIMITED TO: EMPLOYMENT, SCHOOL, PERSONAL, AND CRIMINAL HISTORY.

APPLICANT’S SIGNATURE _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____
(IF UNDER 18 YEARS OLD)

*****Do Not Write Below This Line*****

NOTES:

Continued

**THE FOLLOWING FOUR PAGES CONTAIN INFORMATION
REGARDING THE BACKGROUND PROCESS AND
BACKGROUND CONSENT FORMS.**

**THE BACKGROUND CONSENT FORMS MUST BE RETURNED WITH
THE APPLICATION**

Return Application to:

**Officer Sara Klaes
or
Sergeant Jon Hunt**

**PLYMOUTH POLICE DEPARTMENT
3400 PLYMOUTH BLVD
PLYMOUTH, MN 55447**

May be mailed or dropped off at Police Department



PLYMOUTH POLICE DEPARTMENT

UNESCORTED ACCESS/CILLIAN VOLUNTEER

BACKGROUND PROCESS INFORMATION NOTICE

The Plymouth Police Department is a “Secure Building”. The United States Federal Security Policy requires that any individual that will have unescorted access to a secure building, which utilizes the Federal Bureau of Investigation’s criminal history computer system, must at a minimum; provide their fingerprints for a criminal history check.

The Plymouth Police Department conducts a minimal criminal history check on every individual that has unescorted access to the police department.

This check consists of:

- Collecting a photocopy of a **valid**, “government issued” identification card (i.e. driver’s license, passport, military I.D. card) that contains a photo and date of birth of the applicant being fingerprinted.
- Collecting the applicant’s social security number for the purpose of verifying identification.
- Collecting fingerprints from the applicant, which will be submitted to the BCA (Minnesota Bureau of Criminal Apprehension) for an electronic search of the criminal history database systems.
- An electronic search of the “CJIS (Criminal Justice Information System)” & “MNCIS (Minnesota Court Information System)” database systems.
- An electronic search of the “MYBCA” database system.
- An electronic search of the “Minnesota Driver and Vehicle Law Enforcement” database system.
- Requesting an electronic criminal history check from the other counties and cities that the individual has resided or worked in.
- Requesting an electronic check from Immigration & Customs Enforcement, when appropriate.

In order for this background check to be conducted, the Plymouth Police Department requires that the individual, for which the check is being conducted, be provided:

- A copy of the “Data Practices Advisory”
- A copy of the “Background Investigation Consent Release”

*The “Data Practices Advisory” and “Background Investigation Consent Release” must be signed, dated and turned over to the Plymouth Police Department before the background check process will begin.

You may contact Detective Anderson at 763-509-5184 if you have any questions.

*All documents collected that require the applicant’s signature, must be the original document with the original signature-**NO PHOTOCOPIES** or **FAXES** will be accepted.



DATA PRACTICES ADVISORY

UNESCORTED ACCESS / CIVILIAN VOLUNTEER

READ THIS ADVISORY BEFORE COMPLETING THESE FORMS

The Minnesota Government Data Practices Act requires you be informed that the following information which you will be asked to provide in the employment process is considered PRIVATE DATA:

- | | |
|-------------------|------------------------|
| Name | Conviction Record |
| Date of Birth | School Records |
| Home Address | Military Records |
| Home Phone Number | Social Security Number |

The City of Plymouth is collecting this information for the following purposes and intended use:

- to distinguish you from all other applicants and identify you in our personnel files;
- to enable us to verify that you are the individual you claim to be;
- to enable us to contact you when additional information is required, send you notices, and/or schedule you for interviews;
- to determine if you meet the minimum position requirements;
- to determine whether or not your conviction record may be a position-related consideration affecting your suitability for the position you applied for; and
- to make processing more efficient.

The data supplied also may be used for other purposes necessary for the administration of the ordinance and rules of this appointing authority.

PRIVATE DATA is available only to you and to other persons in the agency or agency-related programs who have a bona fide need for the data.

PUBLIC DATA is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

I have read and understand the above Data Practices Advisory and have agreed to provide the requested information:

***IF UNDER 18 YEARS OF AGE, This form must also be signed by your parent or legal guardian.**

Applicant's Signature

Date

*Parent / Legal Guardian Signature

Date

I have read and understand the above Data Practice Advisory. **I have elected to not provide** part of or all of the requested information and understand that this may result in the denial of my application:

Applicant's Signature

Date

CRIMINAL HISTORY INFORMATION:

1 Have you ever been convicted of a crime that was punishable by a fine AND / OR incarceration, regardless of what punishment was actually imposed? YES:____ NO:____

IF YES, provide the type of violation, the name of the arresting / charging agency, the court jurisdiction, and the final disposition: _____

2 Have you ever had any conviction expunged, sealed, set aside, pardoned or have you had your civil rights restored? YES:____ NO:____

IF YES, provide a complete explanation: _____

3 List any contacts you have had [and the reason for] with any Law Enforcement agency: _____

CIVIL / ADMINISTRATIVE COURT HISTORY INFORMATION:

1 Are you now or have you ever been the subject of a court order that restrains you from harassing, stalking, or threatening another person? YES:____ NO:____

IF YES, provide the name of the arresting / charging agency, and the court jurisdiction: _____

2 Are you now or have you ever been required to register [with any state] as a Predatory or Sexual Offender? YES:____ NO:____

IF YES:, provide the name of agency you must register with: _____

Read the below statement and provide the requested signatures. The application will not be processed if the requested signatures are not provided.

These statements are true, and correct. False disclosures may be subject to perjury proceedings and will result in my application's denial.

SIGNATURE: _____ **DATE:** _____

***IF UNDER 18 YEARS OF AGE – YOU'RE PARENT OR LEGAL GUARDIAN MUST ALSO PROVIDE THEIR SIGNATURE AND PRINTED NAME BELOW:**

Parent / Legal Guardian Signature: _____ Date: _____

Parent / Legal Guardian PRINT your complete name: _____