

CRIMINAL JUSTICE

HANDBOOK



*Winona State
University*

Application for Admission Enclosed

Revised April/2015

PREFACE

This Criminal Justice Handbook was formulated to provide prospective majors with meaningful knowledge directly relevant to the process of successfully completing the Criminal Justice Degree Program. This handbook is your guide to entering the program, meeting the degree requirements, and making alternative decisions with regard to your career choices.

Take the time to carefully read and review the printed materials within this handbook. If you have additional questions or need clarification of any of the information presented, please consult with any faculty member of the Criminal Justice Program. The goal of this handbook is to guide your growth and educational experience toward a successful criminal justice career.

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**MISSION STATEMENT
FOR
B.S. SOCIOLOGY: CRIMINAL JUSTICE PROGRAM**

The mission of the B.S. Sociology Criminal Justice Program is to develop the knowledge, attitudes, and skills needed for entry level professional positions in corrections and law enforcement, as well as entry into graduate programs. The program combines liberal arts and applied orientations to support a commitment to a “community of learners dedicated to improving our world.” The Law Enforcement and Corrections Tracks will develop the knowledge, attitudes, and skills needed for entry-level professionals in law enforcement, other criminal justice and human service agencies. The program is also a professional peace officer education program certified by Minnesota Board of Peace Officer Standards and Training.

I. CRIMINAL JUSTICE PROGRAM GOALS:

1. To provide students with quality learning experiences which include dissemination of knowledge, basic skills, and values leading to employment opportunities within corrections, law enforcement, and related criminal justice fields in both the public and private sectors.
2. To provide students with quality learning experience which include dissemination of knowledge, basic skills, and values leading to students participating in advanced degree programs within corrections, law enforcement, and related criminal justice fields.

II. ADMISSIONS AND RETENTION REQUIREMENTS:

1. Admission to the Criminal Justice Program Requires:

- a. Completion of ENG111 or equivalent, SOC150, and SOC210 a minimum grade point average of 2.50 and with grades no lower than C. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**
- b. A student must apply to the Criminal Justice Program upon completion of all 100-and 200-level courses listed above.
- c. Complete the Application for Admissions to the Criminal Justice Program. Application forms are included at the end of this handbook.
- d. *Admission Decision:* The Criminal Justice Admissions Committee will review and make a recommendation on the student's application. The applicant will be notified by mail.
- e. *Appeal:* The student has the right to appeal the decision of the Admission Committee. This is accomplished through the following order: Criminal Justice Committee; Chairperson of Department of Sociology/Criminal Justice; Dean of College of Liberal Arts; Vice President of Academic Affairs; and President of the university.

- 2. Retention Requirements:** Once admitted to the program, students must demonstrate acceptable progress in order to remain in good standing. Acceptable progress is defined by meeting the below retention requirements:
- a. Students must maintain a 2.50 grade point average for all courses taken within the Criminal Justice Program at Winona State University. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**
 - b. The student must complete all course work in the criminal justice program **WITHOUT** a grade lower than a “C.” If a student completes a course with a grade lower than a “C,” the student must repeat the course. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

NOTE: [1] Confidentiality of Records: All written deliberations shall be considered confidential and placed in the student's file in the Sociology/Criminal Justice office. [2] All materials submitted by students who are denied admission, withdraw, or are dismissed from the program will be retained for one year and then destroyed.

III. PROGRAM DESCRIPTION:

- 1. Required Courses-Both Tracks (27 s.h.)** *It is recommended that students complete all 100- and 200-level courses within the first two years at the University.*

*SOC 150	Introduction to Sociology (3)
*SOC 210	Crime & Justice in America (3)
STATS 110	Fundamentals of Statistics (3) or PSY 231 Statistics (3)
SOC 314	Juvenile Delinquency (3)
SOC 315	Criminology (3)
SOC 365	Forensic Interviewing of Children (3) – ORAL INTENSIVE
SOC 376	Introduction to Social Research (3) – CRITICAL ANALYSIS INTENSIVE
SOC 418	Criminal Law and Procedure (3) – WRITING INTENSIVE
SOC 423	Race Relations and Minority Groups (3)

NOTE: [1] A student may apply for the criminal justice program upon completion of all 100- and 200-level courses noted above with an asterisk(*). [2] Stats 110 is not a prerequisite for admission to the Criminal Justice Program. [3] The student must be admitted to the criminal justice program in order to enroll in any 400-level or track course. [4] Computer skills area necessary requirement for employment in the criminal justice profession. It is strongly recommended that students complete a computer science course.

2. **Track Specialization:** *Upon application to the Criminal Justice Program, students select one or both of the specialization tracks. If both tracks are selected, the student must complete two separate internships; one in corrections and one in law enforcement.*

a. **Law Enforcement-SCJL (37 s.h.)**

Required (25 s.h.)

SOC 404	Law Enforcement Investigation and Communication (3) – WRITING INTENSIVE
SOC 417	Operations and Procedures in Law Enforcement (3)
SOC 491	Community Policing and Administration (3) – ORAL INTENSIVE
SOC 462	Criminal Justice Internship Law Enforcement (12)
CHEM 190	Forensic Chemistry (4)

Electives (12 s.h.) Note: chose 12 s.h. from the following:

CAST 301	Perspectives on Child Maltreatment and Child Advocacy (3)
CAST 403	Child Exploitation, Pornography, and the Internet (3)
HERS 345	Emergency Response for the Professional Rescuer (3)
POLS 320	Constitutional Law (3)
SOC 355	Corrections (3)
SOC 378	Intermediate Social Research (3) – CRITICAL ANALYSIS INTENSIVE
SOC 388	Field Experience Law Enforcement (1-6)
SOC 406	Probation and Parole (3)
SOC 407	Offender Assessment and Management (3) WRITING INTENSIVE
*SOC 420	Minnesota Criminal Code and POST Review (3)
SOC 421	Urban Sociology (3)
SOC 424	Ethical Issues in Criminal Justice (3)
SOC 455	Family Violence (3)
SOC 478	Seminar in Criminal Justice (1-3)
SOC 480	Variable Topics in Sociology (1-3)
SPAN 103	Elementary Spanish I for Criminal Justice Law Enforcement/Corrections (4)

NOTE: Successful completion of SOC 420 – Minnesota Criminal Code and POST Review is required for POST (Peace Officer Standards & Training) certification in Minnesota. Students seeking Peace Officer licensure in the State of Minnesota must successfully complete SOC 420, Minnesota Criminal Code and POST Review, in addition to the summer skills component).

b. Corrections-SCJC (33 s.h.)

Required (21 s.h.)

SOC 355	Corrections (3)
SOC 406	Probation and Parole (3)
SOC 407	Offender Assessment (3) - WRITING INTENSIVE
SOC 461	Criminal Justice Internship Corrections (12)

Electives (12 s.h.) Note: chose 12 s.h. from the following:

CAST 301	Perspectives on Child Maltreatment and Child Advocacy (3)
CAST 403	Child Exploitation, Pornography, and the Internet (3)
HERS 345	Emergency Response for the Professional Rescuer (3)
POLS 320	Constitutional Law (3)
PSY 250	Developmental Psychology (3)
PSY 420	Abnormal Psychology (3)
SOC 378	Intermediate Social Research (3) – CRITICAL ANALYSIS INTENSIVE
SOC 387	Field Experience Corrections (1-6)
SOC 420	Minnesota Criminal Code and POST Review (3)
SOC 421	Urban Sociology (3)
SOC 424	Ethical Issues in Criminal Justice (3)
SOC 455	Family Violence (3)
SOC 478	Seminar in Criminal Justice (1-3)
SOC 480	Variable Topics in Sociology (1-3)
SOC 490	Correctional Administration (3)
SPAN 103	Elementary Spanish I for Criminal Justice Law Enforcement/Corrections (4)

3. Timetable for Program Scheduling:

<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>	<u>4th Year</u>
1. Declare Criminal Justice major. 2. Start taking University General Education Courses.	1. Complete remaining University General Education courses. 2. Complete any remaining prerequisites in Criminal Justice. 3. Apply for Criminal Justice Major.	1. Complete remaining University Studies courses. 2. Complete 300/400 level Criminal Justice courses. 3. Start Completing Track Level Courses and electives. 4. Begin exploring Internship opportunities. 5. Work on completing a minor if any is chosen. You are not obligated to complete a minor if majoring in CJ. 6. Apply for graduation.	1. Complete 300/400 level Criminal Justice courses. 2. Completing Track Level Courses and electives. 3. Complete any remaining requirements.
<i>Major Courses to Complete 1st Year:</i> ENG 111 SOC 150 SOC 210	<i>Major Courses to Complete 2nd Year:</i> STAT 110 OR PSY 231	<i>Major Courses to Complete 3rd Year:</i> SOC 314 SOC 315 SOC 365 SOC 376 SOC 418 SOC 423	<i>Major Courses to Complete 4th Year:</i> L.E. Track: SOC 404 SOC 417 SOC 491 SOC 462 CHEM 190 Electives (12 s.h.)
			Corrections Track: SOC 406 SOC 407 SOC 355 SOC 461 Electives (12 s.h.)

IV. CRIMINAL JUSTICE PROGRAM OUTCOME GOALS AND OUTCOMES:

GOAL I: Students will understand the basic components of the Criminal Justice System in America.

OUTCOME: Students will be able to identify the major goals and objectives of law enforcement.

OUTCOME: Students will identify the major goals and objectives of corrections.

OUTCOME: Students will identify the major goals and objectives of the court system.

OUTCOME: Students will be able to apply the rules of criminal procedure.

GOAL II: Students will be able to understand crime causation.

OUTCOME: Students will be able to cite the major theoretical frameworks of crime causation.

OUTCOME: Students will be able to articulate causes and development of juvenile delinquency.

OUTCOME: Students will be able to apply the major intervention strategies to crime and delinquency.

GOAL III: Students will be able to communicate effectively.

OUTCOME: Students will be able to communicate effectively in writing.

OUTCOME: Students will be able to communicate effectively orally.

GOAL IV: Students will demonstrate an understanding of the process of social research and its impact.

OUTCOME: Students will be able to critically evaluate all phases of the research process.

GOAL V: Students will be able to understand social and cultural diversity.

OUTCOME: Students will be able to articulate the impacts of American diversity on the CJ system.

OUTCOME: Students will be able to discuss the impacts of institutional and structural discrimination.

GOAL VI: Students will understand advanced knowledge of the components of the Criminal Justice System in America based on track specialization.

CORRECTIONS TRACK OUTCOMES:

1. Students will be able to distinguish the components of juvenile and adult corrections.
2. Students will be able to categorize/prescribe management and custody of offenders.
3. Students will be able to judge effective correctional intervention programs.

LAW ENFORCEMENT TRACK OUTCOMES:

1. Students will be able to evaluate law enforcement operations and procedures.
2. Students will be able to evaluate community relations and contemporary police administration.
3. Students will be able to manage criminal investigations, including interviewing and interrogation methods.

V. CRIMINAL JUSTICE INTERNSHIP:

Field instruction within the Criminal Justice Program is designed to provide you with practical experience and an opportunity to integrate your classroom skills, knowledge, and professional values. Each student is required to complete 12 semester hours of field instruction during his/her academic career. The faculty internship coordinator assists students in the process of securing an appropriate internship experience and completing the application form and placement agreement.

- **Law Enforcement Track:** Usually taken during summer before senior year. Must have completed junior level courses; but, not LE Track level courses. Begin looking for an internship opportunity during fall semester of your junior year.
- **Corrections Track:** Internships will be after you have completed all other requirements including track classes. Begin looking at least a semester before completing all other requirements.

How to Apply for an Internship or a Field Experience: Internships and field experiences are only available for students accepted into the Criminal Justice Program. Students are to be juniors or seniors and have completed all prerequisites. The following steps are required for application. **(NOTE: There is a deadline for the completion of Step 3).**

- Step 1.** The student reads all information in the internship manual before meeting with the internship coordinator. (Internship manuals can be found in Minne Hall 228)
- Step 2.** The student makes an appointment to meet with the internship coordinator to discuss the prospects for application and the time lines for the internship or field experience. The student is required to provide the coordinator with an up-to-date resume and a copy of his or her student transcript.
- Step 3.** **Step 3 is to be completed before commencing the internship.** The student completes an application form (Internship manual-Appendix A), along with a current resume and presents these materials to the faculty member supervising the internship. NOTE: The deadline for the completion of this step is 8 weeks prior to the start of the semester in which the student wants to complete the internship or field study. If the student wants to complete the internship in the summer or fall, the student must have Step 3 completed by the end of March. To complete the internship during the spring term, the student must have step 3 completed by November 1st.
- Step 4.** With the consent of the agency, the student will complete the placement agreement form (Internship manual-Appendix B) and obtain the signature of the agency supervisor. This agreement form must be completed and presented to the internship coordinator before the internship or field placement begins. The student must also read, sign and turn in the Ethical Guidelines (Internship manual-Appendix C).

Please follow these four steps. It is required that all forms and Appendixes from the Internship Manual be completed and placed in your student file prior to the start of the field placement.

VI. KNOWLEDGE, SKILLS AND BEHAVIOR USEFUL FOR JOB ENTRY:

Entry-level opportunities within the criminal justice profession are quite diverse, and educational and/or professional requirements vary from agency to agency, as well as from position to position within a particular agency. However, criminal justice professionals indicate that the most successful applicants who are entering the profession are those with professionally related skills in addition to a solid criminal justice education.

Many federal, state, and local corrections and law enforcement agencies are seeking individuals with Spanish-speaking skills. Many agencies consider proficiency in one or more Asian languages to be useful. Others believe that substantive knowledge in the areas of accounting, computer science, and chemical use assessment is of significance in hiring decisions of some agencies.

Thus, to the extent students have the opportunity to take courses in addition to those required for the B.S. Sociology: Criminal Justice Degree, they might wish to consider course work in these or other areas in order to enhance job entry and other career opportunities. Students are encouraged to consult with their faculty advisor and/or other faculty members concerning course selection. Moreover, those with criminal justice related volunteer or paid experience in areas such as juvenile or adult offender programs, court services, private security, law enforcement reserve units, marine patrol and military service will probably find such experience vital when pursuing criminal justice employment positions.

VII. PROFESSIONAL STANDARDS OF CONDUCT FOR CRIMINAL JUSTICE STUDENTS:

135A.157 NOTICE TO STUDENTS REGARDING POSSIBLE IMPACT OF CRIMINAL RECORDS.

- (a) A public or private postsecondary educational institution located in this state shall give notice under this section to each person accepted for admission to be a student at the institution. This notice shall be given at or before the time of acceptance for admission to the institution and at or before the time students select a major.
- (b) A notice provided under this section must inform students that arrests, charges, or convictions of criminal offenses may limit employment possibilities in specific careers and occupations and may limit their ability to obtain federal, state, and other financial aid, and must encourage students to investigate these possibilities. The notice must not discourage students from applying for federal, state, or other financial aid.
- (c) A postsecondary educational institution is not liable for failing to provide the notice required by this section.

During the past several years, the criminal justice faculty has noticed a disturbing trend. Several criminal justice students have been denied internships and employment because of behavior they engaged in as students. The faculty feels it is important to reiterate some points if you intend on using your criminal justice degree to accomplish your personal goal of obtaining employment in the criminal justice field.

- 1. Lack of candor/lying:** In criminal justice agencies, lying or failure to divulge information in a forthright manner is disqualifying behavior. Most criminal justice agencies conduct extensive background checks and many do polygraph examinations or voice stress tests to verify your truthfulness. When agencies do background checks they also talk to people who like you and people with whom you may have had a strained relationship at some time. If their information doesn't match yours, your integrity may be called into question. Most polygraphists are very experienced interviewers and you will not be able to deceive them. If a potential employer has a reason to question your integrity, your application might be rejected in favor of someone who doesn't raise those concerns.
- 2. Drug use/abuse:** Drug use seems to be the reason most used to disqualify students. Many potential employers will require you to complete drug screening prior to accepting an application for internship or employment. Even though possession of a small amount of marijuana is considered to be a petty misdemeanor in Minnesota, it is not petty by most criminal justice agencies where you will be seeking employment. Many students have been disqualified for employment because of this behavior. Students rarely realize the implications of drug use until it results in their being denied internships or employment. Alcohol use/abuse can also be a disqualifier when its use results in convictions such as underage possession/consumption, driving related offenses including driving while intoxicated or under the influence, and loud party citations. This information can be discovered during a background check by a potential employer.
- 3. Drug sales:** If drug use will disqualify you, drug sales will also. If you have a history of selling drugs of any type, you may want to consider another major as employment with a criminal justice agency will most likely not be a possibility.
- 4. Stealing from employers:** Employee theft is considered to be as serious as any other type of theft. The best advice is not to take things that are not yours! Many potential employers will inquire about unreported criminal offenses in which you may have been involved. This issue seems to raise questions about many applicants, especially on the polygraph or in voice stress analysis. If you are asked about stealing during an interview for potential employment, be honest. If you have stolen from an employer in the past and can somehow rectify the situation by paying for or returning what was stolen – do it! Depending on the potential employer, your honesty may overshadow the offense.
- 5. Felony/gross misdemeanor convictions:** Convictions for felony and/or gross misdemeanor offenses are likely to permanently disqualify you for a career in criminal justice. If you have been convicted of these serious offenses in any jurisdiction, you may want to consider another major.

- 6. Patterns of illegal/problematic behavior:** Potential employers also scrutinize patterns of illegal or problematic behavior and usually conclude that this pattern will likely continue once an individual is hired. In attempting to avoid possible embarrassment in the future, an agency will likely consider other applicants who do not present this risk. Examples of problematic behavior might be a number of traffic accidents, speeding tickets, and/or convictions for minor offenses.
- 7. At-risk behavior:** At-risk behavior would include any behavior that exposes the student to the chance that an act or behavior is negative enough to exclude working in the field of criminal justice. Examples of risky behavior would include any personal assaults or domestic violence. Even behavior that is technically not risky may lead to behavior that is, in fact, risky. For instance, being a bouncer at a bar may be risky because of being placed in potentially harmful or dangerous situations. Any situation that involves law-breaking or other illegal behavior is an at-risk behavior.
- 8. Personal relationships:** Appropriate professional relationships demand that the student refrain from personal relationships with those who engage in criminal behavior or who have a criminal record. Be aware that behavior in dating and intimate relationships may disqualify a potential applicant whether or not charges result. These behaviors include: stalking; interpersonal and domestic violence, which includes hitting, pushing, verbal abuse; use of profanity in telephone conversations; and harassment.
- 9. Dual relationships and maintaining appropriate boundaries:** During internships or volunteer work, students must refrain from clinical work with persons with whom the intern is already involved or acquainted. These dual relationships will inhibit the effectiveness of the intern's work and may jeopardize both the client and the intern. The intern must be able to establish and maintain appropriate boundaries during the course of the internship. Boundaries must be established in order to protect oneself and the placement site. If a potential boundary violation occurs, students must seek advice from their internship site supervisor and instructor.
- 10. Prohibition regarding sexual harassment or other misconduct:** Students must respect the sensitivity of others regarding sexual matters and refrain from sexual harassment and misconduct. Sexual harassment can be defined as deliberate or repeated unsolicited verbal comments, gestures, or physical contacts of a sexual nature that are unwelcome by the recipient. Sexual harassment, in any form, will not be tolerated. Under no circumstances shall interns become involved in sexual or romantic relationship with anyone directly or indirectly associated with a student's internship or volunteer placement.

The following is another example of behaviors that preclude individuals from employment in Criminal Justice.

MINIMUM SELECTION STANDARDS FOR PEACE OFFICER LICENSURE (MINNESOTA)

Minnesota Rules, Chapter 6700.0300, subp. 5(D), requires all students be advised in writing of minimum selection standards that must be met to become a licensed peace officer in Minnesota. Students are advised of these standards in order to make informed decisions about participation in the professional peace officer education program.

If a student has been convicted of a felony in Minnesota or any other state or federal jurisdiction or any of the standards listed below, the student is barred from becoming a licensed peace officer in Minnesota.

The following list of convictions pertains to juveniles tried as an adult or any individual 18 years of age or older. A juvenile record does not bar a student from becoming a peace officer in Minnesota.

609.224 Assault in the fifth degree
609.2242 Domestic Assault
609.23 Mistreatment of persons confined
609.231 Mistreatment of residents or patients
609.2325 Criminal Abuse (vulnerable adult)
609.233 Criminal Neglect (vulnerable adult)
609.2335 Financial Exploitation (vulnerable adult)
609.234 Failure to report (maltreatment of a vulnerable adult under MN §626.557)
609.324 Other prohibited acts (prostitution related)
609.465 Presenting false claims
609.466 Medical assistance fraud
609.52 Theft (Including petty crimes)
609.72 Subd. 3 Disorderly conduct (re: vulnerable adult)
243.166 Registration of predatory offenders
243.167 Registration under the predatory offender registration law for other offenses

Note: *Employment is a competitive process. Your degree is only one component that a criminal justice employer looks at in considering whether or not to hire you. Exemplary behavior before, during, and after the time you are a student will be a considerable asset when you seek professional employment.*

VIII. MINNESOTA PEACE OFFICER STANDARDS AND TRAINING CERTIFICATION:

The Minnesota Board of Peace Officer Standards and Training (POST) is authorized to develop education and hiring standards and provide licensure for all law enforcement personnel within the State of Minnesota. The primary function of the POST Board is to insure that individuals entering Minnesota law enforcement possess the qualifications necessary to effectively carry out the duties and responsibilities of the profession. The POST Board was established in 1977 and is composed of 15 members. Students seeking employment in the law enforcement profession in Minnesota must be licensed by POST.

The State of Minnesota mandates that individuals seeking licensure as peace officers must complete a college degree program in criminal justice or law enforcement or through reciprocity, then complete the skills training component and pass the state licensure exam. Finally, licensure is completed when the hiring agency submits a Request for Peace Officer License and Notification Form, and this form is received and approved by the POST Board. In this process, WSU is responsible for incorporating the state mandated learning objectives into its curriculum. The university is also responsible for placing the student into the skills program once the student has completed his/her degree. The student will attend one of the Certified Skills Programs offered through the state. Attending a skills program generally occurs after graduation from WSU. It is an “out of pocket” expense that is paid by the student.

The Professional Peace Officer Education Program (PPOE) is congruent with the 4-year program for a Bachelor’s Degree in Criminal Justice: Law Enforcement at WSU. Course materials that are required by Minnesota POST for licensure preparation are the courses taught for Criminal Justice: Law Enforcement and Corrections. Entry into the MN PPOE is in stages occurring at intervals in your final 2 years of coursework. Initial application is made with your application to the Criminal Justice Major and requires a statement of intent that you have an interest or goal of working in the State of Minnesota as a Law Enforcement Officer.

Specific Information about POST Licensure:

- 1.** Contact the POST Coordinator at Winona State to discuss your career plans and interest in becoming a peace officer in the State of Minnesota (make appointment with the POST coordinator). NOTE: Students interested in seeking law enforcement licensure in the state need to be attentive to the mandatory meetings for law enforcement students held periodically throughout the year. The 1st meeting is usually in the Fall Semester of your senior year.
- 2.** Obtain a WSU POST licensure packet from the POST Coordinator.
- 3.** The State of Minnesota requires that potential peace officers be able to meet minimum admission standards. Included in these standards is a verification of one’s prior criminal history. NOTE: The State of Minnesota has identified several criminal offenses that “...will disqualify an applicant from admissions to the professional peace officer education program.” In other words, a conviction after the age of 18 for any of the offenses outlined by the state of Minnesota will disqualify a potential student from becoming a peace officer in the state. For more information regarding this point please contact the POST coordinator.
- 4.** Work toward the completion of all degree requirements as outlined in the Criminal Justice Student Handbook. This includes the core Criminal Justice courses and the law enforcement track requirements, including SOC420 Minnesota Criminal Code and POST Review (open only to students seeking POST licensure).

5. After completing your academic component at Winona State University, each student seeking licensure in Minnesota must satisfy the skills requirement. Timely information regarding skills locations, costs, time lines, and preparation will be conveyed to students seeking licensure at the mandatory meetings for law enforcement students held periodically throughout the year. The student will attend one of the Certified Skills Programs offered through the state. Attending a skills program occurs after completing the educational component at WSU. Skills is an additional education expense that is paid by the student and not covered by financial aid offered by WSU.
6. Testing Component: Minnesota law requires that students pass a psychological evaluation prior to skills and prior to the licensure exam. The cost of this exam is the student's responsibility.
7. After successful completion of the academic component and clinical skills component, the Law Enforcement Coordinator officially notifies the POST Board of the completion of the program, using the Certification of Completion Roster. Only then is the student eligible to sit for the law enforcement licensure examination.

In conclusion, the licensure process requires frequent advising and continued interaction between the student seeking licensure and the POST Coordinator. The decision to seek employment and satisfy POST standards within Minnesota requires a concerted effort and individual responsibility on the part of the student.

Students seeking employment in Minnesota can obtain information about current peace officer job opportunities by calling the Peace Officer Opportunity Line (POOL) at (612) 643-7075 or by checking the POST Board Website at www.post.state.mn.us or www.dps.state.mn.us/newpost/poolline.asp.

MINIMUM SELECTION STANDARDS FOR PEACE OFFICER LICENSURE

The student must complete a Psychological Evaluation demonstrating that the individual:

1. Does not pose a serious threat to the health or safety of themselves or others;
2. Is not likely to engage in racial profiling.

Minnesota Rules, Chapter 6700.0300, subp. 5(D), requires all students be advised in writing of minimum selection standards that must be met to become a licensed peace officer in Minnesota. Students are advised of these standards in order to make informed decisions about participation in the professional peace officer education program.

If a student has been convicted of a felony in Minnesota or any other state or federal jurisdiction or any of the standards listed below, the student is barred from becoming a licensed peace officer in Minnesota.

The following list of convictions pertains to juveniles tried as an adult or any individual 18 years of age or older. A juvenile record does not bar a student from becoming a peace officer in Minnesota.

- 609.224 Assault in the fifth degree
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- 609.234 Failure to report (maltreatment of a vulnerable adult under MN §626.557)
- 609.324 Other prohibited acts (prostitution related)
- 609.465 Presenting false claims
- 609.466 Medical assistance fraud
- 609.52 Theft (Including petty crimes)
- 609.72 Subd. 3 Disorderly conduct (re: vulnerable adult)
- 243.166 Registration of predatory offenders
- 243.167 Registration under the predatory offender registration law for other offenses

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 a contiguous 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. 2. Documentation. The chief law enforcement officer shall maintain documentation necessary to show completion of subpart 1. The chief law enforcement officer is not required to obtain documentation for subpart 1, item I, if the applicant completed part 6700.0500, subpart 3. The documentation is subject to periodic review by the board, and shall be made available to the board at its request.

Subp. 3. Repealed, 18 SR 1961

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

Rev. (3/02/06)

IX. STUDENT AND PROFESSIONAL ORGANIZATIONS:

WSU Criminal Justice Club:

The Criminal Justice Club is a student organization available to criminal justice students at Winona State University. The club functions to improve criminal justice through social and educational activities; foster professionalism in criminal justice; promote professional, academic, and public awareness of criminal justice issues; and promote high standards of ethical conduct, professional training, and higher education within criminal justice.

Socially, the club is full of stimulating people who have similar career interests. Members in good standing can earn fringe benefits like free food, entertainment, and memorabilia. The club values teamwork principles that are similar to criminal justice agencies. The club also serves as a collective voice for criminal justice students at Winona State. The club is in touch with the needs of students and speaks for the student to the University to ensure those needs are met.

The Criminal Justice Club is always looking for new, committed, members who will contribute time and energy to both the club and the field of criminal justice. Those interested in becoming a member only need to attend meetings.

Minnesota Corrections Association

Minnesota Corrections Association (MCA) is a professional organization representing some 2,000 professionals working in Minnesota Corrections. These include county probation officers, DOC agents, institutional officers and agents, community corrections agents, administrators, educators, and corrections students in undergraduate and graduate programs.

Minnesota Association of County Probation Officers (MACPO)

In 1956, the Southern Minnesota Probation Officers Association was established as the first professional organization for probation officers in Minnesota. On April 30, 1958, this organization changed its name to Minnesota Association of County Probation Officers and opened its membership to probation and parole officers throughout the state.

The association exists as a non-profit organization committed to the improvement of probation and parole practices at all levels. The organization has continued to expand and today includes probation and parole practitioners serving county, state, community corrections and federal agencies.

Associate members--comprised of all other persons interested in corrections. Associate members have all rights and privileges of membership, except voting. Student membership is encouraged.

Additional information regarding this topic may be found at the Criminal Justice Program's Web Page: www.winona.edu/criminaljustice.

X. SCHOLARSHIPS FOR CRIMINAL JUSTICE STUDENTS:

There are numerous scholarships available within the Criminal Justice Program and within the Department of Sociology. Additional scholarships are available within the College of Liberal Arts. There are also several scholarships throughout Minnesota for law enforcement and corrections students. The program and department scholarship applications are usually available in February or March of the Spring Term. The award will be applied to the recipient's tuition for the following academic year. Watch for postings in Minné Hall.

Available Scholarships (Partial Listing):

Anna and John Bowers Memorial Scholarship, \$400, Criminal Justice (non-traditional student with dependent children)

Ervin G. Bublitz Scholarship, \$1000, Sociology and Criminal Justice

Ervin G. Bublitz Department Scholarship, \$1000, Sociology and Criminal Justice

John D. Bublitz Scholarship, \$500, Criminal Justice: Law Enforcement

Larry D. Connell Scholarship, \$1000, Sociology and Criminal Justice

Ted Foss Memorial Scholarship, \$1000, Criminal Justice: Law Enforcement (with intention of working in Minnesota law enforcement)

James and Mildred McCabe Scholarship, \$400, Criminal Justice: Law Enforcement

Jennifer J. Nesler Scholarship, \$250, Criminal Justice: Law Enforcement (students active in Criminal Justice Association)

James and Celine Norman Scholarship, \$200-\$400, Criminal Justice.

Windsor Financial Group Scholarship, \$1000, Sociology and Criminal Justice (minority students)

Qualifications of Recipients:

- Recipients of Sociology/Criminal Justice Department Scholarships must be an undergraduate student who is enrolled full-time at Winona State University and must be in good academic standing during the award year.
- Recipients of Sociology/Criminal Justice Department Scholarships must be classified as a junior or senior at the time of the award.
- Recipients of Sociology/Criminal Justice Department Scholarships must have a minimum cumulative grade point average (GPA) of 2.5 and must maintain a GPA of 2.5.
- Recipients of Sociology/Criminal Justice Department Scholarships must be declared majors and accepted into the Sociology or Criminal Justice program.

Selection Process

- Applicants who meet the above criteria will be considered for the Sociology Department Scholarship.
- Final selection of scholarship recipients will be made by the faculty in the Department of Sociology with approval of the Dean of the College of Liberal Arts or through the Scholarship Committee of the WSU Foundation.
- Scholarship recipients will be determined using the following criteria (in order of preference): (a) academic record; (b) ability and promise in the field of sociology or criminal justice (including related work or service experience); and (c) financial need.
- Scholarships are renewable for a second year if the applicant maintains the above qualifications.

What are your career goals following graduation? _____

Describe any work experience related to criminal justice, including volunteer work, part-time work, and any work requiring you to supervise the activities of other individuals. Describe work performed, where performed, and provide names and telephone numbers of supervisors.

I also give my permission to the department to maintain this form and attached materials as part of a file should I be accepted into the program. I understand that the written portions of my application will be screened by the Criminal Justice Program Committee.

(Signature of student)

(Date)

NOTE: If you have been convicted of a crime you may have a problem securing an internship and/or employment in a criminal justice field. Please see an advisor.

**APPENDIX B:
RELEASE STATEMENTS**

Transcript Release Statement:

Please submit a current transcript with this application.

In order that the Sociology: Criminal Justice Program may monitor my academic progress, I authorize the release of my Winona State University transcript to the Sociology/Social Work Department at the end of each quarter. This authorization is effective as long as I am enrolled at WSU and remain a Criminal Justice major.

(Signature of student)

(Date)

File Information Release Statement for Employment

In order to provide employers with relevant information for a job position, I authorize the criminal justice faculty to provide employers with information from my academic record, including but not limited to transcripts, portfolios, evaluations and disciplinary actions relevant to that job position.

(Signature of student)

(Date)

NOTE: If you have been convicted of a crime you may have a problem securing an internship and/or employment in a criminal justice field. Please see an advisor.

**APPENDIX C:
APPLICATION STATUS SHEET**

Name _____
(Last) (First) (Middle)

Tech ID#: _____

E-mail: _____

Specialization Track (check one or both):

Law Enforcement (SCJL): _____

Corrections (SCJC): _____

Do you intend on being a police officer in Minnesota: YES: ____ NO: ____

_____ Completion of English 111 requirement with a grade no lower than a C.

_____ Completion of courses listed below with a minimum grade point average of 2.50 and no grade lower than a C.

<u>Name of Course</u>	<u>Grade</u>	<u>Semester/Year Completed</u>
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Intro to Sociology (Soc 150)	_____	_____
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Intro to Criminal Justice (Soc 210)	_____	_____
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G.P.A. for the Above Courses: _____

I have read the Admission and Retention requirements, outline on pages 2 and 3 of this Handbook, and fully understand their implications:

(Signature of student)

(Date)

**APPENDIX D:
IMPACT OF CRIMINAL RECORD.**

Name _____
 (Last) (First) (Middle)

Tech ID#: _____

135A.157 NOTICE TO STUDENTS REGARDING POSSIBLE IMPACT OF CRIMINAL RECORDS.

- (a) A public or private postsecondary educational institution located in this state shall give notice under this section to each person accepted for admission to be a student at the institution. This notice shall be given at or before the time of acceptance for admission to the institution and at or before the time students select a major.

- (b) A notice provided under this section must inform students that arrests, charges, or convictions of criminal offenses may limit employment possibilities in specific careers and occupations and may limit their ability to obtain federal, state, and other financial aid, and must encourage students to investigate these possibilities. The notice must not discourage students from applying for federal, state, or other financial aid.

- (c) A postsecondary educational institution is not liable for failing to provide the notice required by this section.

I have read Minnesota State Statute 135A.157 and fully understand its implications.

(Signature of student)

(Date)

**APPENDIX E:
DECLARATION OF POST CERTIFICATION INTEREST**

Student's Name _____

Student's School ID: _____ Student's Tel. Number: _____

Declaration of Interest:

I, (print) _____ declare my intention of pursuing a law enforcement career within the boundaries of the State of Minnesota, and thereby acknowledge that I am committed to adhering to the requirements of Winona State University (WSU) policies and those of the Minnesota Peace Officer Standards Board (POST).

I am giving notice to WSU and its academic staff, of this declaration of my Minnesota peace officer career intentions with the expectations of academic and career advisement towards preparation for taking the Minnesota POST exam. I agree to full disclosure of my previous and current, as well as future actions, that affect my eligibility for law enforcement employment to the WSU POST Coordinator as needed for advising purposes.

I acknowledge that by this declaration I am agreeing to be constrained by additional rules, limited by laws, and meeting specific POST criteria, that if I violate or have violated, may limit my opportunities or make me ineligible for law enforcement employment in Minnesota, as well as in other yet undetermined law enforcement agencies or employment areas.

I also acknowledge that if after signing this declaration, I am found to be ineligible for law enforcement employment in Minnesota due to my actions or failure of action, I will notify the POST Coordinator and WSU Academic Advisor in writing, and withdraw my declaration of POST interest formally.

NOTE: Unless the reason for withdrawal is also a violation of WSU rule or regulation, the student may elect to continue with the WSU Criminal Justice degree program.

Student: _____ Date: _____

POST Coordinator: _____ Date: _____