



AUSTIN/MOWER COUNTY LAW ENFORCEMENT RESERVE

Thank you for your interest in becoming a member of the Austin/Mower County Law Enforcement Reserve.

The mission of the Austin/Mower County Law Enforcement Reserve unit, in partnership with the Austin Police Department and the Mower County Sheriff's Department, is to provide public safety services which enhance the safety, security and quality of life in the community. The Reserve Unit has a commitment to helping improve the livability of our community and to promote a team spirit and mutual support for the members of the organization, other city departments and allied agencies.

Authority for the Law Enforcement Reserve states: "The Law Enforcement Reserve shall be called into service in the case of a Civil Defense emergency, natural disaster and various other circumstances for which the regular police forces are inadequate or for necessary training and preparation for such emergencies. Reserve Officers may also be used for civic events on a voluntary basis." Reserve Officers are allowed to ride with an Austin Police Officer or Mower County Sheriff's Deputy a maximum of eight (8) hours per week per department. And will be required to ride a minimum of eight (8) hours per year.

Reserve Officers must attend at least 75% of the monthly training meetings. Reserve Officers must participate in a minimum of 25 events per year to remain active. If an officer should go below this minimum, he/she may be dropped from the unit and be required to turn in the uniforms and equipment provided to them.

The basic qualifications to get you started in the process are as follows:

- Must be at least 18 years of age.
- Must hold a valid drivers license.
- Must have a clear criminal record.
- Must live within 30 minutes of the Mower County Law Enforcement Center in Austin, Minnesota.

The following will result in the immediate rejection of a Police Reserve Application:

- **Felony Conviction:**
Until Ten Years have passed since the expiration of any sentence and/or probation and any fines/court costs have been paid.
- **Gross Misdemeanor Conviction:**
Until Five Years have passed since the expiration of any sentence and/or probation and any fines/court costs have been paid.
- **Misdemeanor Conviction:**
Until One Year has passed since the expiration of any sentence and/or probation and any fines/court costs have been paid.
- Any Controlled Substance Conviction.
- Any Criminal Sexual Misconduct Conviction.
- Any Theft Conviction.
- Candidate is listed as a defendant or suspect in any pending/active criminal cases or has an outstanding warrant and/or is considered to be a fugitive from justice.
- Documented patterns of misconduct and/or disregard for legal authority. (To Include: Any expunged criminal records, "De Novo" and/or "Continued Pending Future Offense" court sentencing, Sealed records and any court "Diversion Program" dispositions.)

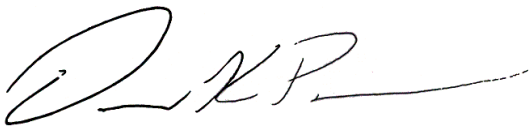
- Candidate makes false statement(s) and/or attempts to practice deception, fraud or intentionally omits relevant information.
- Candidate is listed as a "Respondent" of a current Restraining or Harassment Order for Protection.
- Any DWI within the past 5 years.

Once your packet is completed please return or mail it to:

Austin/Mower County Law Enforcement Reserve
Attention: Sgt. Pike
201 1st Street N.E.
Austin, Minnesota 55912

Applications are collected and background checks are completed and retained for a period of 6 months. Once staffing needs dictate you will be contacted with a date and time to present yourself for the physical agility test and oral interview. This is the final step in the application process. You will be notified of the results of the process. If you have any questions please call my office at (507) 437-9433 Ext.815.

Thank you for your interest!

A handwritten signature in black ink, appearing to read 'DKP', with a long horizontal flourish extending to the right.

David K. Pike
Reserve Coordinator

PLEASE KEEP THE ABOVE TWO PAGES FOR YOUR REFERENCE

AUSTIN/MOWER COUNTY LAW ENFORCEMENT RESERVE
Application Packet

Name (First, Middle, Last)		Date of Birth	Place of Birth (City & State)	
Street Address		City and State		Zip
Drivers License Number		State	Class	Expiration
Home Phone	Cell Phone	Email Address		

Application Procedure

Applications received will be scored based on presentation and contents. Applicants will be scored based on oral interview and physical agility test. Following acceptance, new members immediately begin a probationary period that concludes 6 months after completing the Reserve Training School (RTS).

Attendance Policy

- Meetings are held at 1:00PM the first Sunday and 7:00PM the third Monday of the month.**
- Occasionally, additional assignments or training will be scheduled that all members are required to attend.**
- Members must notify an officer in advance of meetings or training for an excused absence.**
- It is also required that you maintain contact with your Section Supervisor, Captain or Coordinator.**

Reserve Training School Required

Before performing duties as a Reserve Officer, Members are required to complete, at a minimum, the Reserve Training School (RTS). These courses are offered by the staff of The Austin Police Department and the Mower County Sheriffs Department. The RTS is a two day course designed to familiarize members with the LEC building, CPR/First Aid, Defensive Tactics, Ethics, Traffic & Criminal Law, Report Writing/Testifying in Court, Use of radio, squad car familiarization, Traffic Direction, Hazardous Materials and Bloodborne Pathogens. Members enrolled in this course must attend all classes and receive passing scores to complete the training and receive a Certificate of Achievement.

Nearest Relative		
Name		Relationship
Address	City and State	Phone Number(s)

Emergency Contact		
Name		Relationship
Address	City and State	Phone Number(s)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status or any other legally protected status.

How did you hear about us?

Why are you interested in a position on this reserve unit?

Have you ever been convicted of a crime? If so, when, where and what offence(s)?

Is there anything in your background that you believe would prevent you from becoming a member of this reserve unit? If so, please explain.

When is the best time to contact you either in person or by phone?

Do you live within 30 driving minutes of the Mower County Law Enforcement Center? Yes No

Have you ever filed an application with this unit before?
If yes, give date(s). Yes
No

Have you ever been a member of this or any other reserve unit?
If yes, give department name and date Yes
No

Are any of your friends or relatives members of this unit? Yes
If yes, give name(s) No

May we contact your present employer or others listed whom you've worked with or for? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Proof of citizenship will be required upon acceptance) Yes No

Earliest date you would be available to start attending meetings?

What time(s) of the day or week are you typically available if the need arose for immediate callout?

Motor Vehicle Accident Record for Past 5 Years

Date and Nature of Accident		Injury?
Last Accident		Yes <input type="checkbox"/> No <input type="checkbox"/>
Next Previous		Yes <input type="checkbox"/> No <input type="checkbox"/>
Next Previous		Yes <input type="checkbox"/> No <input type="checkbox"/>
Next Previous		Yes <input type="checkbox"/> No <input type="checkbox"/>

Traffic Convictions and Forfeitures for the past 5 years

Location and State	Date of Incident and Nature of Charge	Penalty

Have you ever been denied a license or permit to operate a motor vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your driving license or permit ever been legally or medically suspended or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes to either question above please give details:	

Education				
Type of School	Name of School	Course of Study	Years Completed	Diploma/Degree
Elementary				
High School				
College				
Other (Specify)				

Describe any specialized training, apprenticeships, skills, and extra curricular activities

Describe and job-related training received in the United States Military

List professional, trade, business or civic activities and offices held. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or any other legally protected status

OTHER QUALIFICATONS: Summarize special job related skills and qualifications acquired from employment or any other experiences

DO NOT ANSWER THIS QUESTION UNTIL YOU HAVE BEEN INFORMED OF THE REQUIREMENTS OF THE POSITION FOR WHICH YOU ARE APPLYING. (See duty description on last page)	
Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in being a Reserve Officer?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

Employer	Start Date	End Date
Address	City and State	Zip
Phone Number(s)	Supervisor Name and Title	
Job Title	Work Performed	
Reason for Leaving		

Employer	Start Date	End Date
Address	City and State	Zip
Phone Number(s)	Supervisor Name and Title	
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Phone Number(s)	Supervisor Name and Title	
Job Title	Work Performed	
Reason for Leaving		

* If you need additional space please continue on a separate piece of paper.

Any additional information you feel may be helpful to us in considering your application

References		
Name	Relationship	
Address	City and State	Phone Number(s)

References		
Name	Relationship	
Address	City and State	Phone Number(s)

References		
Name	Relationship	
Address	City and State	Phone Number(s)

<p>I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for membership as may be necessary in arriving at a membership decision.</p> <p>This application for employment shall be considered active for a period of time not to exceed 6months. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any membership relationship with the Reserve Unit is of an “at will” nature, which means that the member may resign at any time and the Reserve Unit may discharge a member at any time with or without cause. It is further understood that this “at will” membership may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Reserve Unit. In the event of approval, 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 Austin/Mower County Reserve Unit.</p> <p>I authorize the Austin/Mower County Reserve Unit to investigate my credit, criminal or personal history.</p>	
Applicant Signature	Date Signed

DEPARTMENTAL USE ONLY					
Date Received		Interview		Physical Agility	
Date Approved		Probation Expiration		Terminated	

RESERVE PATROLMAN

DISTINGUISHING FEATURES OF WORK:

This is general duty work in protecting life and property, maintain order, preventing crimes, apprehending criminals and enforcing laws and ordinances. Work is performed in accordance with departmental rules and regulations and normally consists of routine patrol, preliminary investigation and traffic regulation duties which may be performed in vehicles, bicycles or on foot. Work involves an element of personal danger and officers must be able to act without direct supervision and exercise discretion and independent judgment in meeting emergencies. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through analysis of records submitted, personal inspection and discussion. Officers may, from time to time, be required to substitute for Reserve Sergeants in their absence. This position may report to either the section lieutenant or sergeant.

EXAMPLES OF WORK:

(These examples are illustrative only and do not include all possible assignments)

Patrols a designated area of the city and/or county on foot, bicycle or radio equipped vehicle to provide general security, preserve law and order, to prevent and discover the commission of crime. Answers calls and complaints involving violations of the law, conducts preliminary investigations, gathers evidence, obtains witnesses, makes detentions. Directs traffic, administers first aid and/or CPR when necessary, controls crowds, gives escorts. Upon assignment, acts as substitute Reserve Sergeant, receives calls for service, operates police radio and electrical signal equipment and makes calls for special emergency equipment. Makes reports of activities. Performs related work as required and all duties as may be assigned by a superior officer.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Some knowledge of modern police methods and procedures. A working knowledge of state laws and city ordinances. Some knowledge of geography of the city and/or county and location of important buildings/areas. Knowledge of first-aid and CPR. Ability to understand and carry out effectively oral and written instructions. Ability to write clear and concise reports. Ability to develop skill in the use of firearms and other police equipment. Ability to deal courteously and firmly with the general public. Ability to react quickly and calmly in emergencies. Good general intelligence. Aptitude for police type work.

PHYSICAL STANDARDS:

Must be in good physical condition.