



# **AUSTIN/MOWER COUNTY LAW ENFORCEMENT RESERVE**

## **APPLICATION PACKET**

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.

There are 24 training meetings/events a year, from January to January. Reserve Officers must attend at least 12 meetings or events. Reserve Officers attending fewer than 12 meetings or events will be placed on the "inactive" list. 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.

In this packet you will find information about the department as well as instruction to guide you through the application process. Please read carefully and fill out the application completely. Once your packet is completed please return or mail it to:

**Austin/Mower County Law Enforcement Reserve  
Attention: Sgt. Pike  
201 1<sup>st</sup> Street N.E., Suite 3  
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) 721-0134.

Thank you for your interest!

David K. Pike  
Reserve Coordinator

**KEEP THIS PAGE FOR YOUR REFERENCE**

## Austin/Mower County Law Enforcement Reserve Application Form

LAST NAME	FIRST NAME	MIDDLE NAME	
STREET ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	OTHER	
DRIVERS LICENSE NUMBER	STATE AND CLASS	EXPIRATION DATE	

### **Application Procedure**

Applications received will be scored based on presentation and content. 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 equipment and control, 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 REALITIVE NAME	RELATIONSHIP	
STREET ADDRESS	CITY	STATE
CONTACT NUMBER	OTHER	

EMERGENCY CONTACT NAME	RELATIONSHIP	
STREET ADDRESS	CITY	STATE
CONTACT NUMBER	OTHER	

**WE CONSIDER APPLICATIONS 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 LEARN ABOUT US?

WHY ARE YOU INTERESTED IN A POSITION WITH THIS UNIT?

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, WHEN, WHERE AND WHAT OFFENCE?

IS THERE ANYTHING IN YOUR BACKGROUND THAT YOU BELIEVE WOULD PREVENT YOU FROM BECOMING A MEMBER OF THIS UNIT? IF SO, PLEASE EXPLAINE.

DO YOU LIVE WITHIN 30 MINUTES OF THE LAW ENFORCEMENT CENTER?	
HAVE YOU FILLED OUT AN APPLICATION WITH US BEFORE? IF SO, WHEN?	
HAVE YOU EVER BEEN A MEMBER OF THIS OR ANY OTHER RESERVE UNIT? IF SO, GIVE DATE AND NAME OF DEPARTMENT	
ARE ANY OF YOUR FRIENDS OR REALITIVES A MEMBER OF THIS UNIT? IF YES, WHO?	
MAY WE CONTACT YOUR PRESENT EMPLOYER?	
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? (PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON ACCEPTANCE)	
EARLIEST DATE AVAILABLE TO START ATTENDING MEETINGS?	
WHAT TIME(S) ARE YOU TYPICALLY AVAILABLE FOR IMMEDIATE CALLOUT?	

### MOTOR VEHICLE ACCIDENT RECORD FOR THE PAST 5 YEARS

DATE OF LAST ACCIDENT	NATURE OF ACCIDENT	INJRIES
NEXT PREVIOUS	NATURE OF ACCIDENT	INJURIES
NEXT PREVIOUS	NATURE OF ACCIDENT	INJURIES
<i>NEXT PREVIOUS</i>	NATURE OF ACCIDENT	INJURIES

### TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 5 YEARS

DATE	LOCATION	CHARGE	PENALTY
DATE	LOCATION	CHARGE	PENALTY
DATE	LOCATION	CHARGE	PENALTY
DATE	LOCATION	CHARGE	PENALTY
DATE	LOCATION	CHARGE	PENALTY

HAVE YOU EVER BEEN DENIED A LICENSE, PERMIT OR PRIVILEGE TO OPERATE A MOTOR VEHICLE? IF YES, GIVE DETAILS

HAVE YOU EVER BEEN DENIED A LICENSE, PERMIT OR PRIVILEGE TO OPERATE A MOTOR VEHICLE? IF YES, GIVE DETAILS


**EDUCATION**

	NAME OF SCHOOL	COURSE OF STUDY	DATE(S)	DIPLOMA/DEGREE
ELEMENTARY				
HIGH SCHOOL				
COLLEGE				
OTHER				
OTHER				

DESCRIBE ANY SPECIALIZED TRAINING, SKILLS, APPRENTICESHIPS


DESCRIBE ANY JOB RELATED TRAINING RECEIVED IN THE UNITED STATES MILITARY


**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE POSITION FOR WHICH YOU APPLYING (SEE DUTIES 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? IF NO, PLEASE EXPLAIN


**START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE OR VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS**

EMPLOYER		JOB TITLE	
ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR		PHONE NUMBER	
REASON FOR LEAVING			

EMPLOYER		JOB TITLE	
ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR		PHONE NUMBER	
REASON FOR LEAVING			

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ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR		PHONE NUMBER	
REASON FOR LEAVING			

EMPLOYER		JOB TITLE	
ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR		PHONE NUMBER	
REASON FOR LEAVING			

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS.


OTHER QUALIFICATIONS. SUMMARIZE SPECIAL JOB RELATED SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR ANY OTHER EXPERIENCE.


STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION


### REFERENCES

NAME		RELATIONSHIP	
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER(S)			

NAME		RELATIONSHIP	
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER(S)			

NAME		RELATIONSHIP	
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER(S)			

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.

This application for employment shall be considered active for a period of time not to exceed 6 months. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any 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.

I authorize the Austin/Mower County Reserve Unit to investigate my credit, criminal or personal history.

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Signature of Applicant

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Date



## RESERVE PATROLMAN – NATURE OF WORK

### 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 consist 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, and makes detentions. Directs traffic, administers first aid and/or CPR when necessary, controls crowds, and 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 work.

### PHYSICAL STANDARDS:

Must be in good physical condition.