

APPLICATION MATERIALS
Justice Administration Majors

**Professional Peace Officers Education
(PPOE) Approved Courses and Forms
Revised Spring 2025**

This packet must be completed prior to graduation. Students can graduate with the Justice Administration major without intending to work as a peace officer in the State of MN, however for those who want to work in that capacity the following information must be completed.

Requirements for the Justice Administration Major – **highlighted elective courses** are required for students going into policing. An additional required course is PSYC 101, which is part of the Liberal Education Program and will count as a general credit; it is a prerequisite for PSYC 235, which is a required elective. **NOTE:** EMR is required for peace officer skills and must be completed prior to graduation; student must find a course outside of SMSU to meet this requirement.

Bachelor of Science: Justice Administration (49 credits)

Justice Administration Core (37 credits)

JUAD 144	Introduction to Justice and Society	3
JUAD 240	Community Policing	3
JUAD 242	Corrections System	3
JUAD 338	Youth & Crime	3
JUAD 398	Pro Seminar	4
JUAD 399	Criminal Procedure	3
JUAD 442	Victimology	3
JUAD 442	Court/Police/Corrections Management	3
JUAD 450	Advanced Criminal Law	3
JUAD 498	Senior Seminar	3
JUAD 370	Criminology	3
PHIL 103	Ethics or	3
PHIL 303	Ethics in the Professions	3

Electives (12 credits)

JUAD 150	Service Learning Lab	1
JUAD 310	Crisis Intervention – Adult Mental Health	1
JUAD 320	Crisis Intervention – Youth Mental Health	1
JUAD 239	Resolving Conflicts in Workplace Settings	1
JUAD 246	Introduction to Security	3
JUAD 286	Special Topics	1-4
JUAD 300	Women & Justice	3
JUAD 310	Minorities, Crime, & Social Policy	3
JUAD 441	Organized Crime	3
JUAD 448	Corporate/White Collar Crime	3
JUAD 460	Rehabilitation & Prevention	3
JUAD 486	Special Topics	1-3
JUAD 499	Field Experience/Internship	3-12
MGMT 300	Management Principles	3
MGMT 383	Organizational Behavior & Theory	3
MGMT 333	Conflict Resolution	3
PHIL 205	Law, Liberty, and Morality	3
POLI 227	The Judicial Process	3
POLI 328	Criminal Justice & Procedure	3
PSYC 200	Statistics for the Behavioral Sciences	3
PSYC 246	Psychology of Adjustment	3
PSYC 235	Abnormal Psychology	3
ENVS 107	Introduction to ArcGIS	2
SOCI 244	Sociology of Deviant Behavior	3
SOCI 315	Applied Social Research	3

SPCH 310	Persuasion	3
SPCH 356	Argument & Debate	3
SWRK 101	Social Work in a Changing World	3
SWRK 280	Substance Abuse	3
SWRK 330	Basic Interview Skills	3

NAME OF APPLICANT: _____

PERMANENT ADDRESS: _____

COLLEGE ADDRESS: _____

HOME PHONE# _____ CELL PHONE# _____

E-MAIL ADDRESS: _____

STUDENT ID# _____ GENDER _____

I understand that giving false information or omitting requested information in any part of this application could result in rejection of my application or dismissal from the program should I be accepted.

Signature: _____ Date: _____

FIREARM POSSESSION STATUTE

624.713 CERTAIN PERSONS NOT TO POSSESS FIREARMS.

Subdivision 1. **Ineligible persons:** The following persons shall not be entitled to possess a pistol or semiautomatic military-style assault weapon or, except for clause (1), any other firearm:

(1) a person under the age of 18 years except that a person under 18 may carry or possess a pistol or semiautomatic military-style assault weapon (i) in the actual presence or under the direct supervision of the person's parent or guardian, (ii) for the purpose of military drill under the auspices of a legally recognized military organization and under competent supervision, (iii) for the purpose of instruction, competition, or target practice on a firing range approved by the chief of police or county sheriff in whose jurisdiction the range is located and under direct supervision; or (iv) if the person has successfully completed a course designed to teach marksmanship and safety with a pistol or semiautomatic military-style assault weapon and approved by the commissioner of natural resources;

(2) except as otherwise provided in clause (9), a person who has been convicted of, or adjudicated delinquent or convicted as an extended jurisdiction juvenile for committing, in this state or elsewhere, a crime of violence. For purposes of this section, crime of violence includes crimes in other states or jurisdictions which would have been crimes of violence as herein defined if they had been committed in this state;

(3) a person who is or has ever been committed in Minnesota or elsewhere by a judicial determination that the person is mentally ill, developmentally disabled, or mentally ill and dangerous to the public, as defined in section 253B.02, to a treatment facility, or who has ever been found incompetent to stand trial or not guilty by reason of mental illness, unless the person's ability to possess a firearm has been restored under subdivision 4;

(4) a person who has been convicted in Minnesota or elsewhere of a misdemeanor or gross misdemeanor violation of chapter 152, unless three years have elapsed since the date of conviction and, during that time, the person has not been convicted of any other such violation of chapter 152 or a similar law of another state; or a person who is or has ever been committed by a judicial determination for treatment for the habitual use of a controlled substance or marijuana, as defined in sections 152.01 and 152.02, unless the person's ability to possess a firearm has been restored under subdivision 4;

(5) a person who has been committed to a treatment facility in Minnesota or elsewhere by a judicial determination that the person is chemically dependent as defined in section 253B.02, unless the person has completed treatment or the person's ability to possess a firearm has been restored under subdivision 4. Property rights may not be abated but access may be restricted by the courts;

(6) a peace officer who is informally admitted to a treatment facility pursuant to section 253B.04 for chemical dependency, unless the officer possesses a certificate from the head of the treatment facility discharging or provisionally discharging the officer from the treatment facility. Property rights may not be abated but access may be restricted by the courts;

(7) a person, including a person under the jurisdiction of the juvenile court, who has been charged with committing a crime of violence and has been placed in a pretrial diversion program by the court before disposition, until the person has completed the diversion program and the charge of committing the crime of violence has been dismissed;

(8) except as otherwise provided in clause (9), a person who has been convicted in another state of committing an offense similar to the offense described in section 609.224, subdivision 3, against a family or household member or section 609.2242, subdivision 3, unless three years have elapsed since the date of conviction and, during that time, the person has not been convicted of any other violation of section 609.224, subdivision 3, or 609.2242, subdivision 3, or a similar law of another state;

(9) a person who has been convicted in this state or elsewhere of assaulting a family or household member and who was found by the court to have used a firearm in any way during commission of the assault is prohibited from possessing any type of firearm for the period determined by the sentencing court;

(10) a person who:

- (i) has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
- (ii) is a fugitive from justice as a result of having fled from any state to avoid prosecution for a crime or to avoid giving testimony in any criminal proceeding;
- (iii) is an unlawful user of any controlled substance as defined in chapter 152;
- (iv) has been judicially committed to a treatment facility in Minnesota or elsewhere as a person who is mentally ill, developmentally disabled, or mentally ill and dangerous to the public, as defined in section 253B.02;
- (v) is an alien who is illegally or unlawfully in the United States;
- (vi) has been discharged from the armed forces of the United States under dishonorable conditions; or
- (vii) has renounced the person's citizenship having been a citizen of the United States; or

(11) a person who has been convicted of the following offenses at the gross misdemeanor level, unless three years have elapsed since the date of conviction and, during that time, the person has not been convicted of any other violation of these sections:

- 609.229 (crimes committed for the benefit of a gang);
- 609.2231, subdivision 4 (assaults motivated by bias);
- 609.255 (false imprisonment);
- 609.378 (neglect or endangerment of a child);
- 609.582, subdivision 4 (burglary in the fourth degree);
- 609.665 (setting a spring gun);
- 609.71 (riot); or
- 609.749 (stalking).

For purposes of this paragraph, the specified gross misdemeanor convictions include crimes committed in other states or jurisdictions which would have been gross misdemeanors if conviction occurred in this state.

AFFIRMATION: I have read the above information and hereby certify that I am not considered ineligible to possess a pistol pursuant to MN Statute 624.713. I understand that should I become ineligible to possess a pistol pursuant any state or federal law while enrolled in the Peace Officer program, such ineligibility shall be grounds for dismissal.

Name of Applicant (please print)

Signature of Applicant

Date

I have reviewed this link [6700.0700 - MN Rules Part](#)

6700.0700 MINIMUM SELECTION STANDARDS §Subpart 1.

Selection standards.

An applicant identified by the board as eligible to be licensed or a peace officer currently licensed in Minnesota may apply for a peace officer position with a law enforcement agency. Prior to employment, the law enforcement agency must establish and document that the following minimum selection standards are met by the applicant. The applicant must:

- A. be a citizen of the United States or eligible to work in the United States under federal requirements;*
- B. possess a valid Minnesota driver's license or, when residing in another state, a valid driver's license from that state;*
- C. provide a complete personal history using a form provided by the law enforcement agency and submit to a thorough background investigation conducted by the agency that meets the requirements of part [6700.0670](#);*

Peace Officer: Criminal Conviction Advisory Form

Full Name (Print): _____

Last

First

Middle

Street Address

City: _____ State: _____ Zip: _____

Birthdate: _____

As required by law, no student may be admitted to a professional peace officer education program who poses a threat to the health or safety of themselves or others or who has been convicted of any crime listed as a disqualification from appointment to the position of a peace officer.

If you have been convicted of any of the crimes listed below, you are not eligible to become a licensed peace officer. You may still complete a major in Justice Administration with the understanding that you will not be able to become a licensed peace officer in MN. Read through the following list of crimes for which a conviction would disqualify you from this profession and attest at the end that you have not been convicted of any of these or explain the circumstances.

D. not been convicted of:

- (1) a felony in Minnesota or an offense in another jurisdiction that would be a felony if committed in Minnesota;**
- (2) a felony in another jurisdiction, unless the felony has been expunged, set aside, or pardoned, or the person's civil rights have been restored and expressly provides for the possession of a firearm; and**
- (3) any of the following nonfelony offenses or the equivalent in another jurisdiction:**

(a) gross misdemeanor assault in the fifth degree under Minnesota Statutes, section [609.224](#);

(b) bias crimes, including assaults motivated by bias under Minnesota Statutes, section [609.2231](#), [subdivision 4](#), and criminal damage to property under Minnesota Statutes, section [609.595](#), [subdivision 2](#), paragraph (b);

(c) domestic assault under Minnesota Statutes, section [609.2242](#);

(d) violation of a domestic abuse no contact order under Minnesota Statutes, section [629.75](#), [subdivision 2](#);

(e) violation of an order for protection under Minnesota Statutes, section [518B.01](#), [subdivision 14](#);

(f) harassment or stalking under Minnesota Statutes, section [609.749](#);

(g) violation of a harassment restraining order under Minnesota Statutes, section [609.748](#), [subdivision 6](#);

(h) sexual extortion under Minnesota Statutes, section [609.3458](#);

(i) criminal sexual conduct under Minnesota Statutes, sections [609.341](#) to [609.3451](#);

(j) indecent exposure under Minnesota Statutes, section [617.23](#);

(k) any mistreatment of a vulnerable adult, including under Minnesota Statutes,

sections [609.2231](#); [609.231](#); [609.2325](#); [609.233](#); [609.2335](#); [609.234](#); and [609.72](#), subdivision 3;
(l) patrons of prostitution under Minnesota Statutes, section [609.324](#), subdivision 2;
(m) making false claims for profit to a public body or officer under Minnesota Statutes, section [609.465](#);
(n) attempting medical assistance fraud under Minnesota Statutes, section [609.466](#);
(o) theft under Minnesota Statutes, section [609.52](#), except that misdemeanor theft of movable property valued at \$500 or less is not an automatic disqualification;
(p) interference with an emergency call under Minnesota Statutes, section [609.78](#), subdivision 2, clause (1);
(q) nonconsensual dissemination of private sexual images under Minnesota Statutes, section [617.261](#);
(r) interference with privacy under Minnesota Statutes, section [609.746](#);
(s) malicious punishment of a child under Minnesota Statutes, section [609.377](#);
(t) mistreating animals under Minnesota Statutes, section [343.21](#);
(u) misconduct of a public officer or public employee under Minnesota Statutes, section [609.43](#);
(v) narcotics or controlled substance law, excluding any nonfelony marijuana offenses; and
(w) been required at any point in time to be registered as a predatory offender under Minnesota Statutes, section [243.166](#) or [243.167](#), or required to register as a sex offender in any other state at any point in time;

609.23 Mistreatment of Persons Confined (may disqualify)

609.231 Mistreatment of Residents or Patients (may disqualify)

E. not be listed on the National Decertification Index or have had a law enforcement license, certification, or authorization to serve as a law enforcement officer in any jurisdiction revoked or rescinded;

F. be free of discriminatory conduct;

G. have no record of conduct described in part [6700.1600](#), subpart 1, items H and I, with:

- (1) a hate or extremist group as defined in part [6700.0100](#), subpart 29; or*
- (2) a criminal gang as defined in Minnesota Statutes, section [609.229](#), subdivision 1;*

To be eligible to attend skills (which is a requirement) students will also need to

H.be fingerprinted, and the fingerprints must be forwarded by the agency to the Bureau of Criminal Apprehension and the Federal Bureau of Investigation. The results of the fingerprint check must be maintained in the background investigation report;

I.be free from any physical condition that would adversely affect the performance of peace officer duties, as established through an exam by a licensed medical professional;

J. have passed a psychological screening that meets the requirements of part [6700.0675](#); and

K. have completed training equivalent to or exceeding the requirements for emergency medical responder registration under Minnesota Statutes, section [144E.27, subdivision 2](#), or to be completed within the first six months of employment.

Are you required to register as a predatory offender under MN Statutes, section 243.166 or 243.167? **Yes/ No**
Have you been convicted under any narcotics or controlled substance laws? **Yes/ No**

Do you have any pending Criminal or Civil Court Actions? **Yes/ No**
Have you been convicted of any of the crimes listed above in another state or federal jurisdiction or under a local ordinance that would be a crime if committed in Minnesota? **Yes/ No**

If you have answered yes to any of the above, you must be prepared to provide court documentation before you will be considered for eligibility as a peace officer.

Driving Record Advisory Form

You must possess a valid driver's license

Have you been convicted of any of the following within five years of your expected graduation date?

Driving Under the Influence	No	Yes	date_____
Careless or Reckless Driving	No	Yes	date_____
Four or more Moving Violations	No	Yes	date_____
Leaving the Scene of an Accident	No	Yes	date_____
Two No Insurance Motor Vehicle Convictions	No	Yes	date_____
Two Minor Consumption Violations	No	Yes	date_____

Have you had your driver's license cancelled, revoked, or suspended? **Yes/ No**

If you answered yes to any of the above, you may be disqualified from becoming a peace officer in the State of Minnesota.

If there are any concerns, applicants may send a copy of their driving record to the PPOE Coordinator to be reviewed for any disqualifying violations.

I have been advised that being convicted of any of the crimes listed above will disqualify me from being a peace officer although I may continue to major in the Justice Administration program. In addition, I have been advised that other convictions besides the ones listed above may adversely affect my employment in policing.

I have been notified that this document will be placed in my student file. As indicated by my signature, I affirm the information on this form is true and correct.

Name of Applicant (Print): _____ Date: _____

Signature: _____

Next Step

TO THE APPLICANT

The following two pages are to be printed or separated from this packet and given to a person who you believe will be able to provide a valid appraisal of your capacity to do police work. You will need **three** of these reference forms in total to be completed during your **senior year** and turned into the PPOE Coordinator's office (CH 131A).

Please indicate whether you reserve the right to review the recommendation once it is written or to waive your right to have access to this information.

I _____ do not waive the right of access to this recommendation.

I _____ waive the right of access to this recommendation.

Signed: _____, date _____

Recommendation Form

Name of Applicant:_____

Name of Recommender:_____

Address of Recommender:_____

TO THE RECOMMENDER:

Thank you for your willingness to provide information to the Southwest Minnesota State University PPOE Program. Please fill out the checklist on the reverse side of this sheet and then expand on your evaluation by responding to the following question:

In what capacity and/or how long have you known the applicant?

Overall, how well do you think this student will do in the field of policing? (Please identify strengths specifically by example if possible and note any concerns or areas this student needs to focus on improving)

Policing is an emotionally, psychologically, and intellectually demanding profession. Using this grid, please rank the applicant on a scale of 1 to 5 in each of the categories below.

	Top 5%	10%	20%	30%	40%	Inadequate opportunity to observe
1. Intellectual	1	2	3	4	5	0
2. Analytical	1	2	3	4	5	0
3. Able to express ideas and feelings						
a. verbally	1	2	3	4	5	0
b. in writing	1	2	3	4	5	0

Please rank the following from high to low

	high				low	
4. Able to respect and work with differences in people: (race, class, culture, ethnicity, sexual preference, religion/spiritual beliefs, gender, value system)	1	2	3	4	5	0
5. Concerned and committed to working toward solving problems.	1	2	3	4	5	0
6. Mature and emotionally stable	1	2	3	4	5	0
7. Able to initiate and follow through	1	2	3	4	5	0
8. Ability to identify personal strengths, limitations, motivations, especially as related to a decision to work with people.	1	2	3	4	5	0
9. Responsible	1	2	3	4	5	0
10. Recognition of the essential worth and dignity of all human beings.	1	2	3	4	5	0
11. Ability to relate to people with warmth and empathy, communicating feelings appropriately.	1	2	3	4	5	0

Summary Evaluation:

_____ I strongly recommend this applicant and feel that he/she has the capability to perform at a superior level.

_____ I recommend this applicant and feel his/her performance should be comparable to that of most students.

_____ I feel that the applicant's qualifications are marginal, however, I believe they may continue to develop the skills needed to become a competent peace officer.

_____ I do not recommend this applicant.

Signed: _____ Date: _____

Thank you for your cooperation. Please return this form to: BC Franson electronically at bc.franson@smsu.edu or mail
Southwest Minnesota State University
1501 State Street - CH 131A
Marshall MN 56258

Applicant, without a written release of information, the Southwest Minnesota State University PPOE Program cannot provide any letters of reference or recommendation. We are permitted only by law to say you attended the program and/or graduated unless we have written permission to provide further information.

Release of Information

(Please Print)

Date: _____

From: _____
(Last name) (First name) (Middle name)

Re: Release of Information

I grant permission to the Southwest Minnesota State University PPOE Program to release information regarding my academic performance for the purpose of letters of reference/recommendations.

(Signature) (Date)

Completion Check List

Meet with the PPOE Coordinator to review all the documents the semester before graduation.

_____ Complete all the requirements of the Justice Administration Major including the highlighted elective courses identified in the application packet.

_____ Complete a degree check with the Registrar's Office at SMSU to assure all Liberal Education credits have been completed in order to guarantee graduation requirements are met.

_____ Complete the class work necessary to receive your **EMR certification**. (this is not offered at SMSU) EMR needs to be completed prior to starting the skills program, documentation needs to be sent to BC.Franson@smsu.edu. [Students can use independent study credits to cover the EMR course if they meet with their advisor before registering and register for C/NC.]

_____ Apply to Alexandria Technical & Community College, MN West at Worthington or another program for the Skills program. This application will include a MMPI examination and a medical physical - these exams need to be schedule by the student. Also, complete the BCA background check as well as any other forms in the application packet for the skills program.

[Students must have completed the requirements outlined above to be eligible for skills, once skills are complete the skills provider will relay that to the SMSU PPOE coordinator - who will sign off to allow you to take the POST Exam. On the off chance that you have "skills" that you did not pass, you will need to meet with the PPOE coordinator, BC Franson, to work out a remedial plan prior to being allowed to take the exam.]

Once Skills has been completed it is the student's responsibility to complete the exam application form and pay the fee to sit for the POST Exam at least two weeks prior to the exam date. Remember that your school is SMSU when asked on the exam application – I am your PPOE Coordinator - ☺ BC Franson, PPOE Coordinator