

# SCHOLARSHIP PROGRAM

## POLICY-PROCEDURES

### PURPOSE

The Minnesota Chiefs of Police Association recognizes a need for financial assistance to be made available to students attending a mandated peace officer's skills training course, college or vocational technical police program.

### POLICY

Enforcement of the law in a democratic society is a complex task. The ability of a peace officer to render effective service responsive to the public's need depends heavily upon job knowledge and skills. The Minnesota Chiefs of Police Association recognizes the importance of pre-entry training to the accomplishment of these prerequisites. It also recognizes that some candidates need outside help in meeting the costs of such training. To that end, the Minnesota Chiefs of Police stands ready to offer financial assistance as funds will allow.

### PROCEDURES

#### 1. Applications and disbursement of funds.

a. It is the candidate's obligation to have the Chief Law Enforcement Officer (CLEO) or his/her designee in the home city of residence of the applicant endorse the application and provide background information as to the candidate's good character and general citizenship qualities. If the applicant is employed by a law enforcement agency, it would be permissible to obtain the endorsement from that CLEO. Applications received without the CLEO Endorsement will not be considered. The Scholarship Committee of the Association will only accept applications processed through the Chief Law Enforcement Officer (CLEO – Chief of Police/Director).

b. The deadline for submission of applications is July 15, 2011. Scholarships can be expected to be awarded by August 15, 2011.

c. The Scholarship Committee in making its selection of awards intends to achieve representation from all geographical areas of the state.

d. The amount of the awards may vary, with a maximum of 10 scholarships awarded each year, but in no case will they exceed \$750 per candidate.

f. Scholarship recipients will be notified by their CLEO and payments connected with the awards will be made to the candidate through the endorsing CLEO. All others will be notified by the Minnesota Chiefs of Police Association office.

2. Student Criteria.

- a. Candidates are required to demonstrate their academic achievement. Applicants must submit a transcript from each school attended.
- b. Preference will be given to those candidates who demonstrate an economic need.
- c. Character, commitments, experience (i.e., Explorers, CSOs, and internships) are factors considered when awarding scholarships.
- d. Scholarships are only available in one of the following two categories:
  - (i) Students attending mandated skills program within one year of the scholarship deadline.
  - (ii) Students attending the second year of a vocational technical or other POST approved academic program specifically towards a law enforcement certification and licensing. This would include a four year student who has attained more than fifty percent (50%) of the required academic education and currently enrolled and working towards a POST License.

The Minnesota Chiefs of Police Association promotes EOC standards and encourages members of minority and/or protected classes to apply. **Important! All the following documents must be submitted with the application to be considered.**

Student Enclosure Checklist – all items must be completed before giving your packet to the CLEO.

- Application and Student Statement of need
- Tuition receipt or Paid Fee Statement
- Transcript from each secondary school
- Endorsement letter from law enforcement school coordinator or counselor

Deliver, preferably in person, these documents to your city's or county's Chief Law Enforcement Officer (CLEO) or his/her designee. The CLEO or designee should complete the Statement of Endorsement. The CLEO should forward the entire packet to our office with endorsement by July 15, 2011.

Delivered Date: \_\_\_\_\_

(applicant to CLEO)

Received by: \_\_\_\_\_

(staff from CLEO's office)





## **STUDENT STATEMENT OF NEED**

Describe why you are applying for this scholarship in no less than 150 words (use additional sheet if needed):

I affirm the statements contained herein are true and correct to the best of my knowledge:

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Signature

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Date

## LETTER OF ENDORSEMENT FROM COORDINATOR/COUNSELOR

- Scholarship applications must include a letter of endorsement from the applicant's school of law enforcement coordinator, coordinator's designee or student counselor – no exceptions.
- The letter of endorsement is to include the following information and may be written on letterhead and signed and dated, or the counselor may fill in the information below and attach a business card.
- If no letter of endorsement is received, the application will not be considered.

Candidate's Name:	
Date candidate began coursework:	Expected date of completion:
Degree Pursued:	GPA:

1. Do you know students or colleagues with whom the applicant associates with and what leadership skills have the applicant demonstrated?

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2. How would you describe the candidate's education efforts?

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3. Is this candidate on schedule to complete the coursework in the recommended time? If no, please explain as you are able.

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School: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_



***Please return this form to the student. He/she will submit with their Minnesota Chiefs of Police Association scholarship packet.***

## STATEMENT FROM CLEO

Statement from Chief of Police or Director of Public Safety or designee indicating his/her endorsement of this applicant:

1. Would you trust this applicant as a police officer to cope with an emergency in which you or your family members were involved?

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2. Describe the desire of the applicant to become a police officer? Why is he/she interested?

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3. Do you know people with whom the applicant associates, and is the person a leader or follower?

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4. What is your recommendation on this applicant? (circle one)

highly recommend.....recommend.....recommend with hesitation.....do not recommend

Comments:

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\_\_\_\_\_  
Printed Name of CLEO or designee

\_\_\_\_\_  
Signature of CLEO or designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City or County

- CLEOs will be notified if the applicant has been awarded a scholarship. The CLEO will be asked to award the scholarship.
- Applicant is responsible for ensuring that all parts of the application are complete before turning in to the CLEO.
- CLEOs - Do not return the application packet to the candidate. Please mail the entire packet to the association office.

**Mail Application by July 15, 2011 to:**  
MINNESOTA CHIEFS OF POLICE ASSOCIATION  
"SCHOLARSHIP COMMITTEE"  
1951 Woodlane Drive  
Woodbury, MN 55125