

# PENNINGTON COUNTY

## LAW ENFORCEMENT CENTER



THIEF RIVER FALLS, MINNESOTA 56701

RAY D. KUZNIA, SHERIFF  
P.O. BOX 484; PHONE (218) 681-6161

# Volunteers from the Community for Mock Jail Stay

Pennington county Sheriff's department is asking for help from the community to help make our transition into the new facility run as smooth as possible. As of this publication occupancy is set for early July. In order to help train our staff on new policy and procedures regarding the following; booking, meal pass, med pass, recreation room procedures, and other general day to day activities. There will be 4 time slots available to sign up for in order to be able to train all of our staff in this hands-on manner.

Because this will take place inside of a secure facility, an application form must be filled out and a background check will be conducted. Applications are available at the Pennington County Sheriff's Department or online at <http://penningtonsheriff.org>. Deadline for applications will be June 15<sup>th</sup>, 2018.

### **Jail Stay Times:**

June 25<sup>th</sup> 2018 4:00pm- 10:30pm

June 26<sup>th</sup> 2018 9:00am- 3:00pm & 4:00pm-10:30pm

June 28<sup>th</sup> 2018 9:00am- 3:00pm

### **New Facility Tours**

Wednesday June 27<sup>th</sup> 2018 9:00am- 7:00pm

Do not need to schedule time for tours. No cell phones or personal items on tour please.

The goal of this exercise is intended to train staff and test the new functions and capabilities of our new facility. If you are unable to commit to a full block of time we ask you choose which day you would like to do and write the time you are available so we can hopefully work around a schedule. A brief Orientation will be scheduled prior to actual jail stay.

*"Equal Opportunity Employer"*

# PENNINGTON COUNTY SHERIFF'S OFFICE

Office of  
**Ray Kuznia, Sheriff**

## PROFESSIONAL VISITOR VERIFICATION AND CONSENT FOR BACKGROUND CHECK

NAME (LAST, FIRST, MIDDLE, JR/SR)				BIRTHDATE		PHONE NO.		
MAIDEN NAME (if applicable) OR OTHER NAMES YOU HAVE USED								
PERMANENT RESIDENCE ADDRESS		CITY/TOWNSHIP (if applicable)				STATE	ZIP CODE	COUNTY
SEX	HEIGHT	WEIGHT	EYE COLOR	MN DRIVERS LICENSE OR STATE ID NUMBER				
DISTINGUISHING PHYSICAL CHARACTERISTICS (INCLUDING SCARS, MARKS, TATTOOS, ETC.)								
<p>By signing this authorization of release of data I am giving the Pennington County Sheriff's Department permission to perform a background check. I understand this data will be used by law enforcement as part of a background check to determine whether I am eligible to participate in a "Jail Stay". The information contained in this application is considered private under the Minnesota Data Practices Act, and will be used only in conjunction with the "Jail Stay".</p> <p>Signature _____</p> <p>Printed Name _____ Date _____</p>								
<p>Preferred date and time of stay: (check one) _____ June 25<sup>th</sup> 4 pm to 10:30 pm          _____ June 26<sup>th</sup> 9 am to 3 pm          _____ June 26<sup>th</sup> 4 pm to 10:30 pm          _____ June 28<sup>th</sup> 9 am to 3 pm</p> <p>Jail stay may include all or part of the designated time frame.</p> <p>If selected you will be asked to complete a medical questionnaire and participate in a brief orientation.</p>								

**PENNINGTON COUNTY**

**TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Pennington County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment or after employment is considered private data:

1. Name
2. Home Address
3. Home Phone Number
4. Social Security Number
5. Date of Birth
6. Conviction Record
7. Sex
8. Age Group
9. Disability Type

We ask this information for the following reasons:

- To distinguish you from all the other applicants and identify you in our personnel files;
- to enable us to verify that you are the individual who makes the application;
- to enable us to contact you when additional information is required;
- to send you notices and/or schedule you for interviews;
- to determine if you meet the minimum age requirements (if any);
- to conduct proper investigations if you are applying for a position;
- to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;
- to enable us to ensure your rights to equal opportunities;
- to meet federal and state reporting requirements;
- and to make processing more efficient.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Pennington County and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the County Office who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

**Please acknowledge that you have read and understand the Tennesen Warning.**

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Signature

Date