



## **POLICE OFFICER**

### **SELECTION PROCESS**

The following is provided to give the police applicant a better understanding of the elements involved in the selection process utilized by the Minot Police Department. The Department's goal is to develop a hiring list of qualified applicants. The hiring list will be utilized to fill openings as they occur during the coming year.

Minimum qualifications for the position of Police Officer are: applicant must be 18 years of age, possess a valid driver's license, have an Associate Degree or have successfully completed 60 semester hours of higher education from an accredited college. An additional requirement is that you must be willing to perform hazardous and potentially dangerous work. Applicants must have good written and verbal communication skills and must be willing to work irregular shifts.

The Minot Police Department has combined efforts with the City of Bismarck, City of Mandan, Burleigh County and Morton County Sheriff Departments to test applicants for law enforcement patrol positions. Job Service North Dakota will be administering these tests and reporting the results to applicants. These test scores are good for a period of one year from date of the exam and will be accepted by each agency. Applicants must achieve a minimum score of 75% or better on a Police Officer Entrance Level Exam to have their applications forwarded to our department for the next phase in our process, which is the physical agility exam and the oral interview. This is a test purchased from International Personnel Management Association and is an entry level test where no prior training or experience in the job of police officer is assumed of applicants taking the test.

If you feel that you meet the above qualifications and requirements, and are interested in being a Police Officer for the City of Minot, you must submit your written test score, a completed City of Minot application, a cover letter, resume, and credentials to include college transcripts, licenses, and certificates, to the City of Minot Human Resource Office. The City of Minot will have an open application process where they will accept Police Officer applications on a continual basis. The City of Minot will complete the initial screening in order to qualify applicants to remain eligible for the position.

Exam Information:

- [Exam Announcement](#)
- [Exam Dates](#)
- [Exam Application](#)

This information is also available at your local Job Service Office at [www.jobsnd.com](http://www.jobsnd.com).

If you have any questions regarding this process, please refer them to the City of Minot Human Resource Office at (701)857-4756.

## MINOT POLICE DEPARTMENT

### Basic Qualifications Information

The applicant shall be of good health and moral character.

To be eligible for employment, a perspective candidate must:

- (1) have completed an Associate of Arts degree in Criminal Justice or more than 60 semester hours of credits directly applicable to a Bachelor's degree, examples to include but not limited to: Criminal Justice, Police Administration, Management, Accounting and Budgeting, Psychology, Sociology, Education, or Computer Sciences. Course work must be fully accredited by a recognized institution of higher learning, having a full-time paid teaching staff and offering all courses, including extension courses from a campus based program.
- (2) pass a written examination and be declared eligible by the Civil Service Commission;
- (3) have a thorough background investigation.
- (4) pass a physical examination.
- (5) pass a psychological examination.
- (6) pass a physical agility test. Agility standards are based on the Cooper Municipal Standards for Police Officers and consist of the following requirements:
  - Standing vertical jump - 16 inches minimum
  - 60 seconds of sit-ups - 29 minimum
  - 300 meter run - 71 seconds maximum
  - Max push-ups – 25 minimum
  - 1.5 mile run – 16:28 minutes maximum
- (7) pass an oral interview.

(8) may be required to take a polygraph test.

Civil Service examinations are held upon request of the Police Chief and conducted by Job Service. Any person making application prior to the exam will be notified by the Human Resource Office informing them of the date, time and location of the test. In the event the applicant is hired, he/she will be given a reasonable length of time to terminate their present employment.

Any applicant failing to take the Civil Service examination at the time designated will be considered ineligible and the application will be removed from the current active file. Failure to respond to the Police Chief's or Human Resource Office's request for an interview on two occasions will also remove the applicant from the eligibility list.

All members appointed to the Minot Police Department are required to serve a minimum of one year probationary employment. During this period, the employee may be discharged by the hiring authority for proper cause. After serving the probationary period the employee is certified as a permanent employee.

The starting salary for patrol officers is \$2,635 (entry level) per month with the potential of annual 5% increase in salary during the first five years and 2 ½% every year thereafter up to the maximum of \$4,213 (senior police officer). Upon employment, he/she is required to become a member of the Police Employees Pension Fund, which includes a \$25 membership fee and contributes 13.2% of gross wages to the fund. Social Security is not deducted from the paycheck. At present, any member is vested in the retirement fund at 5 years of employment. Eligibility for retirement will be based upon years of service with retirement at age 60 or the Rule of 85. A 2.5% multiplier up to 30 years of service and a 1% multiplier for the next 10 years with a maximum percentage of 85% of highest three years average annual salary will be the pension.

The City will furnish the uniform, except footwear and pant belt. The officers are required to purchase their own weapons. The only weapons which may be carried while on duty shall be a 9mm or 45 caliber semi-automatic pistol with a barrel length of four inches in length and shall have been purchased from a reputable manufacturer.

All promotions within the department are based on a competitive examination set forth by the Minot Civil Service Commission.

## **POLICE OFFICER**

### **NATURE OF WORK**

This is responsible law enforcement work in the protection of life and property through the enforcement of state and local laws and ordinances. Work is performed under the direct supervision of a Police Sergeant and the general supervision of a Police Lieutenant. Work involves responsibility maintaining public safety in the City by enforcing laws. Work is reviewed through reports, observations, and discussions and evaluations.

### **ESSENTIAL FUNCTIONS OF WORK** (May not include all of the duties performed.)

Patrols assigned area in the City to observe, prevent, or terminate unlawful acts; responds to calls for service; maintains radio contact with dispatch; reports crimes or unusual situations; initiates action as appropriate; backs up other units in area; writes traffic citations; makes arrests.

Investigates traffic accidents; secures scene; interviews witnesses; observes scene and determines factors which contributed to the accident; administers first aid if necessary; assists ambulance and rescue crews; takes accident scene measurements; write accident reports and draw diagrams; cites drivers in violation of law.

Responds to a wide range of citizen needs and requests under emergency or unknown conditions e.g. domestic disputes, rescue efforts, removal of hazardous objects, loose animals, locked car doors, in-progress felonies, bank and burglar alarms, loud parties,.

Responds to calls involving altercations or domestic disputes that may have the potential for escalating into assaultive conduct; uses proper techniques for approaching the scene; makes suggestions for resolution or determines whether laws have been violated and effects an arrest as appropriate.

Responds to calls of criminal activity; conducts building checks of businesses, storage buildings, and warehouses; calls for assistance as needed; provides backup for other officers.

Operates a radar unit in monitoring speed or traffic on patrol; stops violators; issues warnings or summons; conducts appropriate tests to determine level of intoxication.

Responds to fires; assists fire department in the control of traffic around scene; redirects traffic; sets up road blocks; directs traffic; promotes traffic safety.

Ensures all vehicles and equipment are operating properly; takes patrol vehicles to maintenance shop for repairs and required inspections, takes radios to repair shop and

ensures proper working order.

Prepares and reviews case reports for prosecution; prepares arrest and search warrants; handles evidence and ensures proper documentation of chain of evidence; prepares records and reports documenting daily shift activities; testifies in court; maintains records on all case activities.

Ensures compliance with rules, regulations, policies, and procedures; interprets laws and their application to criminal investigations, narcotics, and general police work.

Cooperates with other city departments where police activities are required; promotes and maintains responsive positive community relations.

Performs other related duties as assigned.

## **REQUIREMENTS OF WORK**

Considerable knowledge of state, federal and local laws. Considerable knowledge of effective law enforcement practices, methods, procedures and standards. Considerable knowledge of department policy, procedures, rules and regulations. Considerable knowledge of crisis intervention techniques and first responder services.

Considerable knowledge of police equipment operation and maintenance. Considerable knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Knowledge of arrest, rules of evidence, and court procedures. Knowledge of city administrative policies, procedures, and ordinances. Knowledge, as required, of laws and procedures applying to specialized areas of investigation.

Knowledge of geography of the City and location of city properties and buildings.

Knowledge of effective supervisory practices, methods, and processes. Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of others.

Ability to interpret state and local laws, ordinances, and requirements.

Ability to investigate, research, analyze facts and situations, interrelate similar or disparate information, and draw valid conclusions. Ability to assess situations quickly and take appropriate action under stressful conditions with due regard to surrounding hazards and circumstances.

Ability to review and prepare detailed and accurate reports documenting activities supervised and maintain related records.

Ability to handle sensitive public contacts and to deal tactfully, courteously, and authoritatively with the public.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees, other law enforcement and public safety agencies, the media and the general public.

Ability to operate a motor vehicle, including under emergency conditions.

Ability to use firearms, handcuffs, baton, flashlight, spotlights, radar units, and other regular and special police equipment as assigned.

Ability to pursue criminals on foot. Ability to control a resisting arrestee and effect an arrest.

Ability to search the interior and exterior of buildings, homes, and other structures; climb, walk and run up stairs and on uneven terrain.

## **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Completion of Associate of Arts degree in Criminal Justice or more than 60 semester hour credits directly applicable to a Bachelor's degree specific to Criminal Justice, Police Administration, Management, Accounting and Budgeting, Psychology, or Sociology. Course work must be fully accredited by a recognized institution of high learning, having a full-time paid teaching staff and offering all courses, including extension courses from a campus based program.

## **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota driver's license. Must have, or able to possess a North Dakota Peace Officer's License within one year.