



A career as a Minot Police Officer



This handbook was written for police officer applicants and those interested in applying for the position of police officer with the City of Minot. The handbook outlines the duties of a Minot police officer, the hiring process and other information. If you have additional questions, please contact Capt. William Brown at (701) 857-4709.

Information about the City of Minot

Minot is the fourth-largest community in North Dakota. It was founded in 1887 as the Great Northern Railway made its way through the prairie.

Minot is nicknamed the “Magic City” because of its growth during the early years of the 20th century. It is a major center for commerce, health care, finance, agribusiness, education, industry, transportation and recreation.

Residents benefit from a community system that works: quality education including Minot State University, a low crime rate, a clean environment, an active arts community, plenty of recreational activities and a reasonable cost of living. Minoters are proud of our standard of living, friendly people, clean environment and small town values.

Minot encompasses approximately 13 square miles of land representing the very best of both worlds— the technology and cultural opportunities of a big city, and the friendliness and security of a small town.

So much to see and do!

Recreational opportunities of all kinds abound in the Minot area. Each season offers a new and exciting way to enjoy leisure time with family and friends.

Minot boasts a full schedule of events and programs for people of all ages and interests. Some of the activities include: aerobics, archery, arts and crafts classes, baseball, basketball, bowling, boxing, car racing, cross country skiing, curling, dancing, fishing, golf, gymnastics, hockey, horseshoes, hunting, ice skating, karate, lacrosse, racquetball, roller skating, shuffleboard, soccer, softball, swimming, tennis, track and field, target and trap shooting, volleyball and weightlifting.

A variety of sports clubs in town offers something for everyone, from archery to tennis. Numerous health centers promote physical fitness with a variety of classes, sports activities, and apparatus to help you get in shape and stay in shape.

Two modern softball complexes draw participants and spectators to local, regional and national softball competitions. Minot also has a baseball field which hosts local and regional play.

Golfing is a very popular sport in the area. There are four courses in the community: Souris Valley Golf Course, which is operated by the city, Minot Country Club, Apple Grove Golf Course and Wildwood Golf Course. In addition, there is a nine-hole golf course located at Minot Air Force Base.

NoDak Speedway and Dakota Flat Track offer car racing enthusiasts an opportunity to race or be a spectator in Sprint, Dakota Modified, Late Model & Drag Races.

Hockey enthusiasts enjoy competition at all levels, beginning in preschool and continuing through high school and college, as well as league teams.

Quality of life

The quality of life in Minot can be described in one word—outstanding. Four distinct seasons offer more opportunities to explore a wide range of healthy and fun recreational activities.

In 1997 North Dakota was named the safest state in the country by an independent private research and publishing company, confirming the strong morals and ethics held by North Dakotans. Minot residents take pride in the fact that North Dakota also leads the nation in having the cleanest environment.

In 1999 North Dakota was ranked sixth in the country by the Children’s Rights Council as the best state in the nation to raise children.

Minot is a regional hub with a vibrant economy that continues to grow at a healthy pace, enhanced in recent years by economic incentives offered by the city. Commerce plays a strong role, and an effective health care system serves the needs of the region. Minot’s arts community boasts a symphony, an opera, and an art museum. Minot State University continues a strong tradition of excellent post-secondary education. The public and private school systems annually graduate students that statistically rank near the top in national SAT scores. Minot truly is the “Magic City.”

Minot Police Department

The Minot Police Department values the principles of fairness, professionalism, integrity and the willingness to enhance this communication between our department and the community. We will be committed and respectful in all our dealings with our citizens.

—Chief Jeff Balentine

Patrol Division

The patrol division is made up of three 10 hour shifts: a day shift working from 7:30 a.m. to 5:30 p.m.; an afternoon shift working from 5:00 p.m. to 3:00 a.m., and a night shift working from 10:00 p.m. to 8:00 a.m. The patrol shift is made up of one lieutenant, two sergeants and nine patrol officers. Also, each shift has four permanent communications officers who answer the radio and telephones. The Minot Police Department has two animal control officers and one parking control officer who are normally assigned to the day and afternoon shifts. The duties of the patrol division are responding to requests for service of the public, enforcing laws and ordinances and investigating accidents and complaints.

What the job of a police officer is really like:

Law Enforcement can be a very rewarding and fulfilling profession. It requires both physical skills and mental abilities. An officer must be able to make decisions and act on them with limited time and information in situations where there is an element of danger. They must be able to deal with people in a variety of emotional states, while remaining calm and professional. Rigorous entry standards are absolutely necessary to ensure that officers are able to meet the physical and mental demands of the job.

Type of officer the Minot Police Dept. is looking for:

A person with:

- High moral character and integrity
- Compassion
- Good judgment
- High degree of emotional self control
- Empathy and sensitivity
- Intelligence
- Good communication skills
- Self confidence
- Good physical condition
- Creativity and ingenuity
- A strong desire to serve the community

Qualities that make a candidate more desirable:

- Law enforcement experience
- 4-year degree in criminal justice or related field
- Completion of a State Certified Law Enforcement Skills Program

Minot Police Dept. Employment Requirements:



Police Officer:

The applicant shall be of good health and moral character.

To be eligible for employment, a perspective candidate must:

- Have completion of Associate of Arts degree in Criminal Justice or more than 60 semester hour credits directly applicable to a Bachelors 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 higher learning, having a full-time paid teaching staff and offering all courses including extension courses from a campus-based program;
- Pass a written examination and be declared eligible by the Civil Service Commission;
- Have a thorough background investigation;
- Pass a physical examination;
- Pass a physical agility test;
- Pass an oral interview;
- May be required to take a polygraph test.

Civil Service examinations are held upon request of the Police Chief and conducted by Minot State University. 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 \$2635 per month effective January 2007.

Upon employment, he/she is required to become a member of the Police 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. Effective in 2004 any member will vest at 5 years with a 2.5% multiplier for the first 30 years and 1% per year for the next 10 years. The City of Minot has the Rule of 85 in effect for retirement.

The City of Minot 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 on duty shall be a 9mm or .45 caliber semi-automatic pistol with a barrel length of four inches and a reputable manufacture.

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

Any further information may be obtained from the Human Resource Office of the City of Minot or by phoning (701) 857-4756.

Job Description

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.

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 concerned; promotes and maintains responsive 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 building.

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.

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 Bachelors 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 higher 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 be able to possess a North Dakota Peace Officer's License within one year.