

# *Bismarck* Department of Human Resources

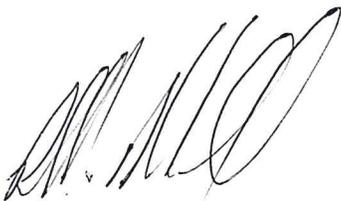
DATE: 6/13/2016

TO: Jason Tomanek  
Assistant City Administrator

FROM: Robert McConnell  
Director of Human Resources

RE: Commission Consent Agenda Item for Tuesday June 14<sup>th</sup> 2016  
**Appointment of Master Police Officer to complete Condrey classification**

1. Please schedule this item for consideration by the Board of Commissioners at their meeting on Tuesday, June 14<sup>th</sup> 2016.
2. Based on the classification of a Master Police Officer by Condrey and Associates approved earlier by the Board of City Commissioner, the Human Resource Office would like to designate 19 Police Officers as Master Police Officers grade 18 effective 6/19/2016. There is no budgetary impact for this designation as all are currently within the salary range of the position. Please see the attached criteria and list of designated officers.



*Robert W. McConnell, Director*

PD/6	Master Police Officer	Grade	Exemption	
		18	N	
		Min	Mid	Max
	Salary Range	50,725.97	63,407.46	76,088.95
	Effective 6/19/2016			

Employ#	Master Police Officer	Current Salary
	Fuller, Clint	60,935.11
	Horner, David	67,771.22
	Mortiz, Nicole	67,117.47
	Renz, Patrick	66,496.65
	Wanner, Lynn	56,817.04
	Anderson, Brett	65,098.03
	Anderson, Susan	67,909.18
	Bleth, Timothy	62,383.40
	Bolme, Michael	67,332.63
	Clarkson, Dean	70,686.54
	Curtis, Jeremy	66,269.27
	Grensteiner, Loren	64,525.46
	Klabo, Steven	59,498.44
	McKay, Preston	55,613.27
	McNamee, Karin	63,294.33
	Rask, Brandon	61,524.98
	Spotts, Chad	66,555.97
	Stein, Jerry	71,497.61
	Welch, Klaes	55,082.99
	Burkhartsmeier, Shaun	58,903.46
	Miller, Dustin	55,045.95

## MASTER POLICE OFFICER REQUIREMENTS

In order to determine the qualifications to become a "Master Police Officer" we had to look at the wide variety of specialized positions within the police department, beyond what the normal police officer is expected to do. We also had to consider those officers, who do not move around the department during their career, but rather, stay on Patrol and, based on their extensive knowledge, experience and sound ability, are the "go-to-guy" or the informal leader on the shift. Outside of the Patrol Section, the "special" positions we looked at included three basic categories: Special Teams, Special Positions and Field Training Officers (FTO).

In addition to a set years of experience requirement every position listed below will also need to meet the following requirements:

- 1) Must have attained an overall average score (3) on their Annual Performance Evaluations for the previous five (5) years.
- 2) Must possess a minimum 30 hours of supervision, leadership and/or management related training courses.
- 3) Must be being used or trusted to be used by your supervisors/commander in the role of a Field Supervisor in the absence of your immediate supervisor.
- 4) While in the Master Police Officer classification the officer must maintain a score of an overall three (3) or above in their annual Performance Evaluation. If the officer fails to maintain an overall score of three (3) for two consecutive years, they will be subject to removal from the Master Police Officer classification.

In addition to the above listed minimum requirements to become a "Master Police Officer," officers need to meet at least one of the below criteria:

- 1) Ten (10) years of accumulated service as a police officer with the Bismarck Police Department, or
- 2) Perform police officer duties in a specialized position or on a special team for a minimum of five (5) years. Special Teams and Specialized Positions include:

### Specialized Teams:

- West Dakota SWAT Team
- Bismarck Bomb Team

### Specialized Positions:

- K-9
- Traffic
- Investigations
- Accreditation
- Crime Prevention/Community Services
- Training Officer
- Crime Analyst
- School Resource Officer
- Drug Recognition Expert (DRE)
- Polygraph Operator, or

- 3) Be an ACTIVE Field Training Officer (FTO) for a minimum of four (4) years – This was put to four (4) years rather than five (5) years because of the sheer amount of actual supervision and mentoring that occurs; additionally the FTO has the absolute responsibility, liability, etc. of the recruit officer.

To meet the five (5) year requirement above, the years served in either a rotational or non-rotational position will count; however, if an officer's only experience is through moving from one rotational position to another, then they will need to attain a total of seven (7) years' experience in order to qualify for Master Police Officer.