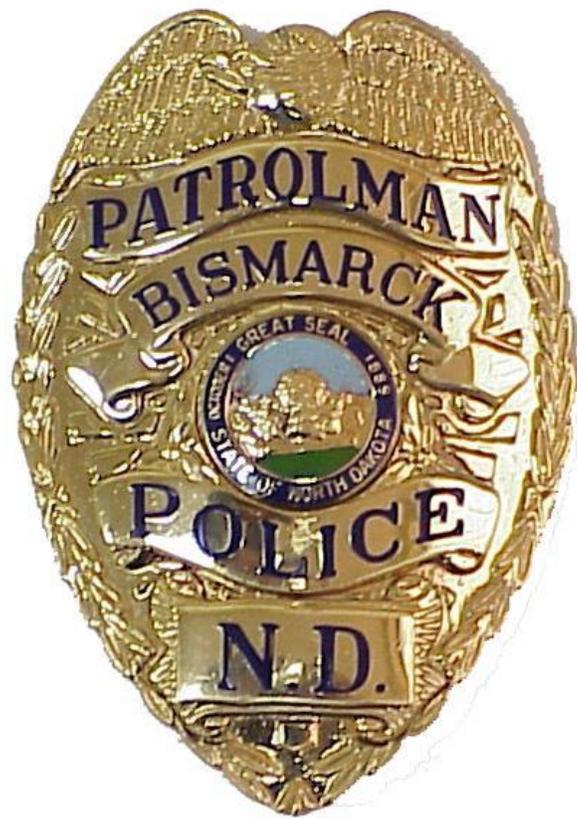


2016



Bismarck Police Department
Sworn Officer
Employment Process

Bismarck *Police Department*



Dear Prospective Applicant:

I wish to thank you for your interest in employment with the Bismarck Police Department. The information in the following pages will provide you with details concerning the police officer selection process as well as the minimum qualifications for application with the department. I believe that you will find that we offer an excellent opportunity for those who have chosen to pursue a law enforcement career. Not only does the Bismarck Police Department provide a competitive salary and benefits, but we provide our employees with many opportunities to participate in specialized units, to obtain additional advanced training, and to further their career goals in law enforcement.

The Bismarck Police Department is a nationally accredited law enforcement agency, having maintained continuous accreditation through the Commission on Accreditation on Law Enforcement (CALEA) since 1991. I believe being an accredited agency truly signifies our professionalism and commitment to provide a high level of excellent service to our community. You will find our Mission and Vision statements on the following page which describe our philosophy and commitment to provide not only a high level of service to the community, but also a progressive, positive, and supportive workplace environment that allows our employees to develop and attain their career goals.

The career of a police officer is highly rewarding. While many may consider it simply a cliché, I believe that those who are most successful in a law enforcement career truly do “want to help others”. While rewarding, the career of a police officer is also very challenging. The challenges include dealing with people who are at their worst, working rotating shifts which includes nights, weekends, and holidays, and enduring the unique dangers and stresses associated with being a police officer. However, those situations which present some of the greatest challenges will also provide you the opportunity to respond to a crisis situation, restore order, and truly help those who are facing a traumatic or serious situation in their lives.

At the Bismarck Police Department, we have high expectations for our employees. We take great pride that our officers provide a high level of professional service to those we serve and we are very selective in those we hire. Our goal is to hire great people who demonstrate those qualities we are seeking and to provide them the necessary training and development to be great police officers. I believe that if you are looking for employment with a professional and progressive department in a wonderful community in which to live, we provide that opportunity.

Dan Donlin, Chief of Police

Phone: 701-223-1212 ★ FAX: 701-355-1927 ★ Tdd: 701-221-6820 ★ 700 S. Ninth Street ★ Bismarck, ND 58504-5899



If you believe that you have the qualities and commitment we are looking for and are up to the challenge, I encourage you to apply with our department. If you are successful and are selected to be a Bismarck police officer, I know that you will find great pride in being a member of a premier department and will have the opportunity for a rewarding and successful law enforcement career!

I wish you the best and if you have any questions or wish any further information about our department, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Dan Donlin".

Dan Donlin
Chief of Police

BISMARCK POLICE DEPARTMENT MISSION STATEMENT

The mission of the Bismarck Police Department is to protect life and property, provide professional customer service, and foster community partnerships to preserve Bismarck's exceptional quality of life.

VISION STATEMENT

The Bismarck Police Department will be recognized as a premier law enforcement agency which provides exceptional customer service through professional, well-trained, caring, and innovative employees working in partnership with the community. We will foster an environment of honesty, trust, and mutual respect in which the Department and the community work together to resolve problems and promote public safety.

We will strive to provide progressive leadership at all levels with a dedicated service orientation. We will remain responsive to new ideas and provide opportunities for employees to develop to their highest potential.

We will fully explore and utilize emerging technology in order to maximize efficiency and effectiveness of our operations. We will strategically plan in order to anticipate enforcement challenges and prepare for the growth and expansion of our progressive community.

We will continue to build upon our successes through open communication, forward thinking, and willingness to embrace change.

***Police Officer Career
Potential Applicant Self-Review***

People from varied experiences are interested in career opportunities as a Police Officer. These are very competitive and demanding jobs. As with any application process, the goal is to hire those who will perform the job most effectively.

Aside from minimum requirements that an applicant must comply with, there are also a number of testing and screening processes put in place to address additional standards for employment. With each test and process, applicants are screened until a final job offer is given to those selected.

Each person should consider some basic self-evaluation criteria prior to applying for a law enforcement career in the City of Bismarck.

Self Evaluation- What have I done in my life? What have I done to prepare for this career? If you are just looking for a job not a career, then law enforcement is not for you. The mental and physical demands of the police academy, followed by field training and rigorous work schedules, place heavy demands on those entrusted to protect and serve the public.

Skills and Abilities- Police Departments must address local and national needs given current world affairs. This has changed the scope of work performed by the department. Since police officers work directly with the public, good communication skills, sound judgment and good reasoning ability are important, as well as the ability to respect and work well with citizens and co-workers regardless of race/ethnicity, gender, age or personal beliefs.

Employment- Have you been a respected employee that has represented yourself well in the work force? This falls into the areas of performance, responsibility and overall work ethic.

Values- The values you hold and how you respect others in society is very important. Individuals that display inappropriate behavior at home, work and in the community would face serious challenges about their character and should not consider this type of career.

Integrity- Are you willing to honestly disclose any and all information requested if selected to undergo the background process. This means good as well as bad information about you. Failure to provide details and incomplete information is not acceptable. If you are serious about becoming a police officer you must be completely honest and accurate in the application, testing and screening process.

References- Prior employment, military service, friends, relatives and other individuals are contacted to address a multitude of questions that are reviewed in the confidential background investigation. An applicant under consideration must have necessary characteristics confirmed through credible sources.

Legal- Many issues fall into this area surrounding law violations and will come up during background investigations. Some matters are viewed as to when the issue occurred and its severity. Some juvenile and adult behavior, fines and penalties imposed may also be considered in relation to the offense. Remember, that in applying for a position in law enforcement, matters which fall into this area are of serious concern. Certain law violations may result in automatic disqualification, or may be a mitigating factor in the background process.

Please be advised that if applying for a position of police officer, **you must not have any felony convictions.**

Additionally, do not assume that juvenile legal matters are cleared from a criminal record once someone is an adult. Some applicants wrongly assume that a plea or completion of a court order or settlement clears a criminal record. These types of assumptions should be confirmed and documented prior to any application.

These are just some of the areas you should seriously evaluate given the strict employment standards for police work. The responsibilities of a job in law enforcement are stressful and demand public scrutiny. The competition to enter the department is great and the expectations are high for those honored to join and serve the Bismarck Police Department.

This information is intended as a general overview and does not replace any standards used for employment considerations by the Bismarck Police Department.



2016

BISMARCK POLICE DEPARTMENT 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 Bismarck 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.

You are qualified for a position with our agency if:

1. You are 18 years of age
2. You have or are eligible to attain a North Dakota driver's license
3. You have either:
 - An Associate Degree or have successfully completed at least 60 semester hours of college credit with a GPA of 2.0 or better from an Accredited College or University validated by transcripts
 - Have served a minimum of four years Full Time Active Duty with a branch of the United States Military or four years Full Time National Guard and received an Honorable Discharge upon completion of the service. Verification of Service must be validated by documentation.
 - Three years of full-time sworn law enforcement experience. Law enforcement experience required must be three years of duties in the field as a licensed and sworn law enforcement agent. This would not include duties such as private investigation, corrections or security. Verification of employment by the agencies human resource files must be provided.
4. Obtained a 70% or higher score on the Law Enforcement Entrance Exam from the Bismarck/Burleigh/Mandan/Morton Consortium testing.
5. Possess good verbal and written skills
6. Possess good personal interaction skills.
7. The person must be a citizen of the United States or in resident alien status as defined by the Immigration and Naturalization Service laws and regulations.

Grounds for Disqualification:

1. Conviction or deferred judgment for a crime which is a felony under state or federal law; or military conviction by a court-martial that is comparable to a felony conviction under North Dakota state law.
2. Convicted of any crime that would prohibit you from possessing a firearm.
3. Are required or ever have been required to register as a sexual offender or offender against children.
4. Within the past two years; Used or illegally possessed marijuana or a Derivative containing Tetrahydrocannabinol (THC) or intentionally inhaled toxic vapors.
 - Peyote used for religious purposes is not disqualifying.
5. Within the last four years; Illegally used or possessed Anabolic Steroids.
6. Within the last five years; used or illegally possessed any other drug which the state of North Dakota considers a felony to include but not limited to: Cocaine or Derivative, Amphetamine/Methamphetamine, Barbiturates, Opium/Heroin, Hallucinogens, LSD, Psilocybin, Mescaline, PCP, Ecstasy/MDMA, or other designer/synthetic drugs.
7. Did ever distribute any controlled substance with the intent to profit.
8. Within the last year were convicted of a Driving Under the Influence related criminal driving offense.
9. Documented dishonesty and/or integrity issues that would disqualify you as a court witness.

Upon a conditional job offer applicant must pass the following examinations:

- Physical fitness examination
- Polygraph examination
- Medical examination
- Psychological examination
- Background examination
- Drug screen

The Bismarck Police Department has combined efforts with Mandan Police Department, Burleigh and Morton County Sheriff's Departments to test applicants for law enforcement patrol positions and detention officer positions. Representatives from the participating agencies will be administering these tests at the Bismarck Police Department and reporting the results to applicants.

These test scores are good for one year from date of the test and will be accepted by each agency. Applicants must achieve a minimum score of 70% 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 oral interview.

Each agency may have a different minimum score. (Please see attached documents about law enforcement/ detention and corrections officer exam). 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 Bismarck, please complete an online application through the City of Bismarck Human Resource Office at:

<http://chc.tbe.taleo.net/chc02/ats/careers/jobSearch.jsp?org=BISMARCK&cws=1&org=BISMARCK>

When applying, you will be required to submit a scanned copy of your Law Enforcement Exam score from the consortium testing indicating a score of 70% or higher. You will also need to submit one of the following three items: college transcripts, DD214 indicating four years of continuous full-time military experience, or proof of three years of continuous full-time law enforcement experience with the application. These items must be scanned and submitted in order for the application to be processed. Also, please scan your cover letter, resume, and any other pertinent, licenses and certificates you like. The City of Bismarck online application process will be continuous for police officer applicants. The Law Enforcement Consortium agencies will conduct the law enforcement exam from January through December. We interview throughout the year as we acquire vacancies and have a viable number of applications. It is best to test and file your application with the City of Bismarck Human Resources as soon as possible.

The next element of the process is the oral interview. Those applicants that are to be interviewed will be notified of the interview date and time. The purpose of the interview is to assess personal characteristics or traits that cannot be adequately determined by other means. Verbal communications and personal hygiene are examples of such traits. Applicants must attain a score of 60% or better in the interview process to continue in our process. At the conclusion of the interview process, successful applicants will be ranked and placed on our certified hiring list. Applicants will be notified of their ranking on this list. An applicant's position on this certified hiring list may change with each new testing and interview process. Background investigations will be conducted on the top applicants on this list. This is done to ensure the applicant's credentials are correct and they have been truthful regarding education, employment, character, criminal, and traffic information. Applicants may be offered employment but hiring will be contingent upon passing a medical/hearing/vision exam, personality inventory, physical fitness test, polygraph test(s) and post offer drug test. The present salary for Police Officers is \$48,310.44 to \$72,465 per year.

Applicants will remain on our certified hiring list for a period up to one year. Applicants may reapply for the next testing and selection process if they feel that they can improve their ranking on the certified hiring list. If applicants retest, they must keep the most recent ranking on the hiring list for the duration of the certified hiring list which is up to one year. Applicants not placed on our hiring list may reapply to take the law enforcement for the next selection process after six (6) months.

BISMARCK POLICE DEPARTMENT POLICE OFFICER SELECTION PROCESS

Phase One — Written Test

The written test consists of multiple choice questions. A score of 70% is needed to advance to an oral interview.

Phase Two — Review Background Packet & Essay

Prior to the oral interview, the applicant will go over the background packet with a Police Officer and complete a short written essay.

Phase Three — Oral Interview

The Interview by personnel from the Bismarck Police Dept. A score of 60% is needed to proceed in the process.

Phase Four — Personnel Evaluation Profile

Applicants take this test to supplement the background investigation.

Phase Five — Certified Hiring List

Applicants passing phase three will be placed on a certified hiring list that is valid for up to 12 months.

Phase Six — Conditional Job Offer

as positions become available applicants from the certified hiring list will be offered a job contingent on successfully completing phases 8 through 12.



Phase Seven — Background Investigation

A background investigation will be completed on any applicant considered for employment. This process can take from 30 to 40 days depending on availability of references and records.

Phase Eight — Polygraph Exam

A polygraph exam will be scheduled at the Bismarck Police Dept. after the conditional job offer has been accepted.

Phase Nine — Psychological Test

The psyche test will be scheduled at the Bismarck Police Dept. after the applicant has successfully completed the polygraph exam.

Phase Ten — Physical Assessment

This will test the applicant's strength, cardiovascular function, endurance capabilities and job related function. This link shows how the testing is done:
<https://www.youtube.com/watch?v=ObQcu2BJ5KU>

Phase Eleven — Medical Exam

The Medical exam is conducted by a physician at UND Center for Family Medicine in Bismarck.

Phase Twelve — Post offer Drug Testing

done by certified test by Preble Medical Services Inc.

Approximate time that applicant will be involved in the process is 15 hours.

For further information contact

Lt. Dwight Offerman at the Bismarck Police Department 701-355-1865

Email: dofferman@bismarcknd.gov

Or go to our web site: www.bismarcknd.gov/police

POLICE OFFICER SALARY & BENEFITS INFORMATION

SALARY:

- Pay range \$48,310.44 to \$72,465 per year

STANDARD BENEFITS:

- Civil Service
- Life Insurance – paid, additional coverage available at minimal cost
- Health Insurance – Family or Single, premiums fully paid by City of Bismarck
- Medicare Insurance
- Disability Insurance
- Employee Assistance Program
- Worker’s Compensation
- Unemployment Compensation
- Pension Plan – Defined Benefit retirement plan, 2.5% times the average of your highest 36 months’ pay times years of service
- Annual Leave: 8 hours per month, increases by 2 hours per month with increased longevity
- Sick Leave: 8 hours per month
- 10 paid holidays per year
- ND Peace Officer License fees paid
- Annual Physical Examination
- Uniforms and equipment (to include leather gear and firearm)
- Laundry expense allowance (for uniform apparel)
- Rotational assignment opportunities in Traffic, Investigations, Crime Prevention, and School Resource Officer.
- In-Service Training provided year round
- Undergraduate and Post Graduate tuition assistance

OPTIONAL BENEFITS

- Deferred Compensation
- Savings Bond Program
- Dependent Life Insurance
- Additional Life Insurance Option
- Flex Spending Plan – medical or childcare expenses allowed, pre-tax deduction from payroll

For more information or job opportunities with the Bismarck Police Department, contact:

- Lieutenant Dwight Offerman: (701) 355-1865
- City of Bismarck-Human Resources: (701) 355-1330
- Job Service ND Office: (701) 328-5000
- Web Address: www.bismarcknd.gov/police

*The Bismarck Police Department is an Equal Opportunity Employer
and Nationally Accredited.*

First Year of a Bismarck Police Officer

Date of hire begins your 7 week pre-service training with a trip to the City of Bismarck's Human Resources department. During that time you will fill out necessary employment paperwork: W4, insurance/beneficiaries, sign up for voluntary coverages (if desired – dental, FLEX plan, additional life insurance, etc.). Your compensation and benefits begin on that day at 8:00 AM. Most of the morning is spent there. Upon your return to the Police Station, you will begin training.

The 7 week pre-service is quite intensive. We will train you to be a Police Officer with our Department, learning how we take care of the day to day tasks such as: report writing, crime and crash scene investigation, use of force laws/rules/policy, use of intermediate weapons (Taser, pepper spray and collapsible baton), emergency vehicle operations (EVOC), First Aid and CPR. You will learn to use our technological assets in a computer which also includes operating the Mobile Data Computer (MDC) in the squad car. You will also be trained in defensive tactics to learn how to effectively overcome physical resistance with personal skills. The course ends with training scenarios pitting you against a trained instructor to evaluate how much of the training you have retained. You will be required, in a variety of scenarios, to correctly interpret and address the situation to direct it to the desired conclusion.

Upon successful completion of the pre-service training, you will be assigned to a Patrol section shift for the Field Training and Evaluation Program (FT&EP). This is designed to last for 2½ months for inexperienced recruits and may be shortened in an accelerated course if the recruit has prior experience. You will be assigned to your specially trained primary Field Training Officer (FTO) for your first month. In the second month, you are assigned to a 2nd FTO to further your training, skills and knowledge. At the end of the 2nd month, you return to the Primary FTO for the final evaluation period, lasting about 2 weeks. Every day that you work in the field, your FTO will be observing, guiding and evaluating you through your tasks. A Daily Observation Report will be written about the day's activities and you will be scored in 10 categories. At the end of that time, the Field Training Board meets to discuss the results of your FT&EP program. Most candidates are passed onto the next phase which is solo assignment on your own, without an FTO; almost always on the shift you worked the FT&EP program.

Sometime in the first year of employment, if the candidate is without experience or eligible to be licensed as a North Dakota Peace Officer, they will have to attend and successfully complete the Police and Sheriff's Basic Training Course. The course lasts 12 weeks long, and Bismarck Police Officers will be paid and their benefits will continue while attending. This is held at the North Dakota Law Enforcement Training Academy (LETA) located in Bismarck on the BSC campus. Local officers may stay at home rather than rooming in the attached dormitory, provided they are always on time and don't miss any of the training. Failing to do so will require them to move into the dorm for the remainder of the training.

During the first year of employment with the City of Bismarck, the candidate is on probation and will be evaluated quarterly. Near the end of that year, a 4th evaluation will be done and a decision is made to change the probation status to regular status or to release.

Your first year of employment will be a whirlwind of learning and broadening experiences. Having an open mind and a strong desire to learn are critical factors to having a successful probationary period. The police field is a somewhat unique profession. Teachers, medical professionals, and lawyers have to have all of their training done and certifications earned before they may be hired. Police agencies may hire minimally qualified people and in essence build a Police Officer from the ground up. We will do our utmost to train you as effectively as possible. However, it is up to the candidate to diligently apply that training in order to succeed.



**Law Enforcement
Testing Consortium**

PO Box 5518
Bismarck, ND 58506-5518

Phone: 701-222-6669
Phone: 701-355-1330
Fax: 701-221-3395
Email: daniolson@nd.gov

Application Information

www.burleighco.com
www.burleighsd.com
www.bismarcknd.gov
www.co.morton.nd.us
www.mandanpd.com

Participating Agencies

Burleigh County
City of Bismarck
City of Mandan
Morton County

AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

Law Enforcement & Corrections Exams

The Cities of Bismarck, Mandan, and Minot, and Burleigh and Morton Counties are combining efforts to test applicants for law enforcement patrol and detention officer positions that may be available in the future.

If you have an interest in becoming a Bismarck or Mandan Police Officer, a Burleigh or Morton County Deputy Sheriff or a Detention Officer, the first step in the process is to successfully pass a written Law Enforcement or Corrections/Detention exam.

These entry-level service exams assess ability to learn and apply Law Enforcement or Corrections/Detention information, remember details, use judgment and logic, verbal ability, ability to follow directions, and inductive and deductive reasoning.

To schedule testing, complete the Law Enforcement Exam Application at the end of this booklet. A non-refundable **\$25.00 (money orders only)** test fee must accompany the application and must be received **by noon on the Friday prior to test date. For the Bismarck Police Department, please indicate on the application box the exam you are applying for is the "Law Enforcement Exam"**. No one will be allowed to test without confirmation of pre-paid application. (Test dates with less than 5 applicants scheduled may be cancelled.)

Test applicants will be allowed to re-schedule their confirmed testing date one time due to inclement weather or an emergency situation. If for some reason the re-scheduled time does not work out the original non-refundable \$25.00 will be forfeited. Applicants may re-apply and pay the non-refundable \$25.00 fee to sit for the test at a later date.

For more information contact:

Robert McConnell – City of Bismarck (701) 355-1332
Duane Snider - Morton County (701) 667-3330
Aggie Horner – Burleigh County (701) 222-6669

**The Law Enforcement Exam is administered at:
City of Bismarck Police Department
700 S 9th St, Bismarck, ND**

PO Box 5518
Bismarck, ND 58506-5518

Phone: 701-222-6536
Phone: 701-222-6669
Fax: 701-221-3395
Email: sjhorner@nd.gov
drhilborn@nd.gov

**Applications for Exams
may be obtained from:**
Job Service North Dakota,
Participating agencies,
or online at:
www.co.burleigh.nd.us
www.burleighsd.com
www.bismarck.org
www.co.morton.nd.us

Participating Agencies
Burleigh County
City of Bismarck
City of Mandan
Morton County

Law Enforcement & Corrections/Detention Exams

2016 Scheduled Test Dates

(Police Officer or Deputy Sheriff)

Exams begin promptly at 1:00 pm

Administered at:

City of Bismarck Police Department

700 S 9th St, Bismarck, ND

Monday, January 11

Monday, January 25

Monday, February 08

Monday, February 22

Monday, March 07

Monday, March 21

Monday, April 04

Monday, April 18

Monday, May 02

Monday, May 16

Monday, June 06

Monday, June 20

Monday, July 11

Monday, July 25

Monday, August 08

Monday, August 22

Monday, September 12

Monday, September 26

Monday, October 10

Monday, October 24

Monday, November 07

Monday, November 21

Monday, December 05

(Detention Officer)

Exams begin promptly at 9:00 am

Administered at:

Burleigh County Sheriff's Department

514 East Thayer Ave, Bismarck, ND

Monday, January 11

Monday, February 08

Monday, March 07

Monday, April 04

Monday, May 02

Monday, June 06

Monday, July 11

Monday, August 08

Monday, September 12

Monday, October 10

Monday, November 07

Monday, December 05

Law Enforcement
Testing Consortium

Law Enforcement Testing

Law Enforcement Exam Application

Law Enforcement Exam(1 pm) _____ Corrections Exam(1 pm) _____ Test Date Requested: _____
(Place an X to indicate which exam you are interested in.)

Name _____
Last First Middle

Address _____ City _____ State _____ Zip _____

Phone Number _____ E-Mail Address _____

Are you a United States Citizen? _____ Yes _____ No

Current Drivers License Number _____ State _____

Please indicate which exam you would like to take. Space is limited for each exam. A **non-refundable \$25 (money order only, cash or personal checks will be returned) test fee payable to the City of Bismarck must accompany the application and must be received by noon on the Friday prior to test date. Please mail or deliver to:**

Burleigh County Human Resources
PO Box 5518
316 N 5th St. #106
Bismarck, ND 58506-5518

If interested in taking both the Law Enforcement and Corrections Exam, please include \$25 application fee for each.

- Please bring a photo identification along to the exam.

I certify that all information contained in this application is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application will be cause for rejection of my application. I authorize investigation of all statements made on this application. I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this exam application is not a contract of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed.

Signature _____ Date _____