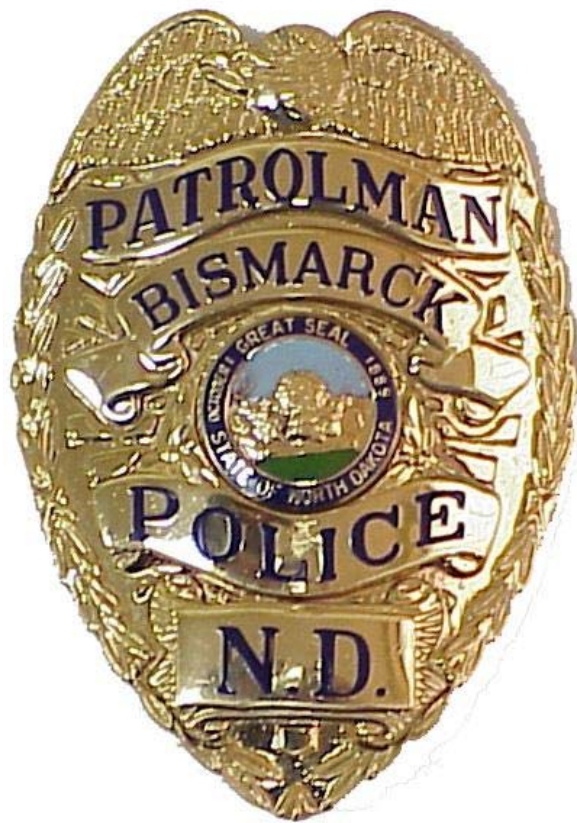


2010



**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.

Keith Witt, 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 black ink that reads "Keith Witt". The signature is written in a cursive style with a large, prominent "K" and "W".

KEITH WITT
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.

2010

**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 an Associate Degree or have successfully completed 60 semester hours of college credit with a GPA of 2.0 or better from an Accredited College or University validated by transcripts
4. You have not been convicted of any serious misdemeanor or felony offenses, or have not been convicted of any offense described in the North Dakota domestic assault statute
5. You have not used or possessed the following controlled substances:
 - a) Marijuana or Derivative in the past two years.
 - b) Anabolic Steroids in the past five years.
 - c) You have never used or possessed Cocaine or Derivative, Amphetamine/Methamphetamine, Barbiturates, Opium/Heroin, LSD, PCP, XTC, or other designer drugs or illegal use of Prescribed/Non-Prescribed Controlled Substances.
6. You must have good verbal and written skills.

The Bismarck Police Department has combined efforts with Lincoln, Mandan, and Minot, Police Departments, Burleigh, and Morton County Sheriff's Departments in 2010 to test applicants for law enforcement patrol positions and detention officer positions. Job Service North Dakota will be administering these tests and reporting the results to applicants.

Keith Witt, Chief of Police

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



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 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 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, you must submit your written test score, a completed City of Bismarck application (attached to this packet/make copies as needed), a cover letter, resume, and credentials to include college transcripts, licenses, and certificates, to Job Service North Dakota. Job Service will have an open application process where they will accept Police Officer applications on a continual basis. Job Service North Dakota will complete the initial screening and testing of applicants. Job Service will forward the test score, applications, cover letters, resumes and credentials of the qualified applicants to the Bismarck Police Department on a continuous basis. Application deadlines will be June 30 and December 31 each year. These are only tentative dates and we will interview anytime we have vacancies and or a viable number of applications. It is best to test and file your application with job service as soon as possible and not wait for the deadlines above.

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 75% 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, and polygraph test(s). The present salary for Police Officers is \$39,599 to \$59,398 per year.

Applicants will remain on our certified hiring list for a period of 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 a period of one year. Applicants not placed on our hiring list may reapply with Job Service 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 or essay type questions. A score of 75% 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 the background investigator and complete a two-question essay.

Phase Three — Oral Interview
Interview by panel of officers from the Bismarck Police Dept. A score of 75% 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 12 months.

Phase Six — Background Investigation
A background investigation will be completed on any applicant considered for employment. This process can take from 30 to 45 days depending on availability of references and records.



Phase Seven — Conditional Job Offer
As positions become available applicants from certified hiring list will be offered a job contingent on successfully completing phases 7 through 10.

Phase Eight — Polygraph Exam
A polygraph exam will be scheduled at the Bismarck Police Dept. after the conditional job offer has been made.

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
A physical assessment will be scheduled at the Human Performance Center, which will test the applicant's strength, cardiovascular function, and endurance capabilities.

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 Mary Ann Preble, CMA at Preble Medical Services Inc.

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

**For further information contact
Lt. Randy Ziegler at the Bismarck Police Department 701-355-1869
Or go to our web site: www.bismarck.org/police**

POLICE OFFICER SALARY & BENEFITS INFORMATION

SALARY:

- \$41,579 to \$62,368 per year.

STANDARD BENEFITS:

- Civil Service
- Life Insurance
- Health Insurance
- Medicare Insurance
- Disability Insurance
- Employee Assistance Program
- Worker's Compensation
- Unemployment Compensation
- Pension Plan
- Annual Leave: 8 hours per month
- 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
- Rotational assignment opportunities in Traffic, Investigations, and Crime Prevention.
- In-Service Training provided
- Undergraduate tuition assistance

OPTIONAL BENEFITS

- Deferred Compensation
- Savings Bond Program
- Dependent Life Insurance
- Additional Life Insurance Option
- Flex Compensation Enrollment Plan

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

- Lt. Randy Ziegler: (701) 355-1869
- City of Bismarck-Human Resources: (701) 355-1333
- Job Service ND Office: (701) 328-5062 Toll Free 1-800-247-0981
- North Dakota Job Service Job #207318
- Web Address: www.bismarck.org/police

The Bismarck Police Department is the only Nationally Accredited Police Department in North Dakota.

AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

CITY OF BISMARCK

List Title of Position Applied For _____

Last Name		First Name		Middle		Residence Phone	
Street, R.F.D., or Box No.				City		Work Phone	
County	State	Zip Code				Cell Phone Number	

1. If the position for which you are applying involves operation of a motor vehicle, please answer the following questions.

- a. Have you received any moving violations in the last 3 years? Yes _____ No _____
- b. Drivers License No. _____
- c. Circle valid drivers licenses held: A B C D M

2. Have you served in the Armed Forces of the United States? Yes _____ No _____

Are you claiming Veteran's Preference under North Dakota Statute? Yes _____ No _____
 (You must submit a DD214 verifying each claim)

3. State highest completed grade in school _____

4. College

Name & Location of College	Date attended		Major Field		Minor Field		Total Credits	Degree
	From	To	Subj.	Sem. Hrs.	Subj.	Sem. Hrs.		

5. Are you related to the Mayor, any member of the City Commission, or any member of the Civil Service Commission? Yes _____ No _____

Are you related to any other City employee? Yes _____ No _____

If yes to either one of the above questions, give name and relationship.

6. Have you been convicted of or pled guilty to a felony? Yes _____ No _____ (If yes explain) _____

(convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)

7. Can you provide proof, if hired, that you are eligible to work in the United States? Yes _____ No _____ (Must be legally authorized to work in the United States. No sponsorships considered.)

8. List below all present and past employment, beginning with your most recent.

Name and Address of Company And Type of Business	EMPLOYMENT DATES	From:	To:
	Name and phone number of supervisor:		
Details of work performed:			
Beginning Salary:	Ending Salary:	Reason for leaving:	

Name and Address of Company And Type of Business	EMPLOYMENT DATES	From:	To:
	Name and phone number of supervisor:		
Details of work performed:			
Beginning Salary:	Ending Salary:	Reason for leaving:	

Name and Address of Company And Type of Business	EMPLOYMENT DATES	From:	To:
	Name and phone number of supervisor:		
Details of work performed:			
Beginning Salary:	Ending Salary:	Reason for leaving:	

9. May we contact the employers above? Yes _____ No _____ If not, indicate by number which one(s) you do not wish us to contact.

10. Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and State law precludes obtaining in the pre-employment stage). _____

11. Note to applicants: Do not answer this question unless you have been informed about the essential functions of the job for which you are applying: Are you capable of performing with or without reasonable accommodations the essential function involved in the job or occupation for which you have applied? Yes _____ No _____. A description of the activities involved in such a job or occupation is available on the City of Bismarck website at www.bismarck.org.

12. I hereby acknowledge that if I'm accepted, my appointment will be probationary for one year; that this application is not a contract or a guarantee of employment; that all applicants are subject to background checks; and that, if applicable, applicants are subject to pre-employment drug testing.

I HEREBY CERTIFY THAT THIS APPLICATION CONTAINS NO MISREPRESENTATIONS OR FALSIFICATIONS AND THAT THE INFORMATION GIVEN BY ME IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM AWARE THAT SHOULD INVESTIGATION AT ANY TIME DISCLOSE ANY SUCH MISREPRESENTATION OR FALSIFICATION, MY APPLICATION WILL BE REJECTED. MY NAME WILL BE REMOVED FROM THE REGISTER I WILL BE DISMISSED FROM THE SERVICE, AND I WILL BE DISQUALIFIED FROM APPLYING IN THE FUTURE FOR ANY POSITION UNDER THE JURISDICTION OF THE BISMARCK CIVIL SERVICE COMMISSION.

(Your Signature)

(Date)

Information provided is subject to North Dakota Open Records Law

-- AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER --

The city of Bismarck does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability I employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.



Law Enforcement
Testing Consortium

PO Box 5518
Bismarck, ND 58506-
5518

Phone: 701-222-6669
Phone: 701-355-1334
Fax: 701-221-3395
Email: fwatson@nd.gov

Application Information

www.co.burleigh.nd.us
www.burleighsd.com
www.bismarck.org
www.cityoflincolnd.com
<http://web.ci.minot.nd.us>
www.co.morton.nd.us
www.mandanpd.com

Participating Agencies

Burleigh County
City of Bismarck
City of Lincoln
City of Mandan
City of Minot
Morton County

Law Enforcement & Corrections Exams

The Cities of Bismarck, Lincoln, 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, Lincoln, Mandan, or Minot 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, obtain a test application from Job Service N D, or the Human Resource offices at the Cities of Bismarck or Minot, Burleigh County, Morton County, or www.co.burleigh.nd.us. A non-refundable **\$25.00 (money orders only)** test fee must accompany the application and must be received **three (3) weeks prior to test date. Please indicate which exam you are applying for.** No one will be allowed to test without confirmation of pre-paid application. (Test dates with less than 5 applicants scheduled may be cancelled.)

For more information contact:

Tammy Terras - City of Bismarck (701) 355-1334
Duane Snider - Morton County (701) 667-3330
Katy Latendresse - City of Minot (701) 857-4756
Felicia Watson - Burleigh County (701) 222-6669
Paul Leingang - City of Mandan (701) 667- 3250
Melanie Kitzan or Roberta Unterseher (701) 258-7969

Tests will be administered by Job Service North Dakota
1601 East Century Avenue
Bismarck, ND
or
3416 North Broadway
Minot, ND



Law Enforcement
Testing Consortium

PO Box 5518
Bismarck, ND 58506-
5518

Phone: 701-222-6669
Phone: 701-355-1334
Fax: 701-221-3395
Email: fwatson@nd.gov
tteras@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.cityoflincolnnd.com
<http://web.ci.minot.nd.us>
www.co.morton.nd.us
www.mandanpd.com

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

Law Enforcement & Corrections/Detention Exams

2010 Scheduled Test Dates

Law Enforcement Exam AND Corrections/Detention Exam
(Police Officer or Deputy Sheriff) (Detention Officer)

Administered at Bismarck Job Service only

Job Service North Dakota
1601 East Century Avenue
Bismarck, ND

Monday, January 25
Monday, February 22
Monday, March 29
Monday, April 26
Monday, May 24
Monday, June 28
Monday, July 26
Monday, August 30
Monday, September 27
Monday, October 25
Monday November 29

Bismarck exams begin promptly at 6:00 pm

Minot only offers the Law Enforcement Exam
All exams in Minot are administered at:

JOB SERVICE NORTH DAKOTA
3416 NORTH BROADWAY
MINOT, ND

Monday, March 8
Monday, June 7
Monday, September 13
Monday, December 6

Minot exams begin promptly at 1:00 pm

Law Enforcement Exam Application

Law Enforcement Exam _____ **Corrections Exam** _____ Date _____
(Place an X to indicate which exam you are interested in.)

Name _____
Last First Middle

Address _____ City _____ State _____ Zip _____

Phone Number _____ Message Number _____

E-Mail Address _____

Are you a United States Citizen? _____ Yes _____ No

Current Drivers License Number _____ State _____

Test Date Requested: _____

Please indicate which exam you would like to take. Space is limited for each exam. Please mail your signed application three weeks prior to the exam, along with a **non-refundable \$25 application fee (payable by money order to the City of Bismarck)** to:

**Burleigh County Human Resources
PO Box 5518
Bismarck, ND 58506-5518**

If interested in 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 _____