

2023



Bismarck Police Department
Sworn Officer
Employment Process



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.

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,

Dave Draovitch
Chief of Police

Dave Draovitch, Chief of Police

Phone: 701-223-1212 • Fax: 701-355-1861 • 700 South 9th Street • Bismarck, ND 58504-5899
www.bismarcknd.gov • TDD 711 • An Equal Opportunity-Affirmative Action Employer



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.



2023 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. Possess good verbal and written skills
5. Possess good personal interaction skills.
6. 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.

Dave Draovitch, Chief of Police

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Bismarck
POLICE

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 possessed marijuana including “medical” 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.
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

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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: www.bismarcknd.gov/jobs. If there are no openings, the application will not be available to use. You will also need to submit one of the following three items: college transcripts, the 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. We interview periodically as we acquire vacancies and need to have a viable number of applications. It is best to file your application with the City of Bismarck Human Resources as soon as possible when openings are announced.

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 communication 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. A certified list is created of the top candidates and conditional offers will be tendered to the top applicants on this list, depending on openings for employment. 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. A background investigation is also conducted to ensure that the applicant's credentials are correct and they have been truthful regarding education, employment, character, criminal, and traffic information. The present salary range for Police Officers is \$59,211.89 to \$88,817.83 per year. The hiring range is different and we are willing to pay for experience, see the Police Officer Salary & Benefits Information page.

Applicants will remain on our certified hiring list for a period up to one year. Applicants not placed on our hiring list may reapply to in the next selection process after six (6) months.

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BISMARCK POLICE DEPARTMENT POLICE OFFICER SELECTION PROCESS



Approximate time that applicant will be involved in the process is 10 to 12 hours over approximately two weeks.

For further information, contact
Lt. Roger Marks III at the Bismarck Police Department 701-355-1865
Email: rmarks@bismarcknd.gov
Or go to our web site: www.bismarcknd.gov/police

POLICE OFFICER SALARY & BENEFITS INFORMATION

SALARY:

- Pay range \$59,211.89 to \$88,817.83 per year; Hiring range is \$59,211.89 to \$66,613.38 per year.
- Salary is negotiable with experience and current or eligible Peace Officer license status.
 - \$59,211.89 to \$60,692.19 (82% of midpoint) if applicant has had Academy and is licensable.
 - \$61,432.34 to \$62,172.49 (83% to 84% of midpoint) for 2 to 3 years LE experience.
 - \$62,912.64 to \$64,392.94 (85% to 87% of midpoint) for 4 to 6 years LE experience.
 - \$65,133.08 to \$66,613.38 (88% to 90% of midpoint) for 7 or more years LE experience.

STANDARD BENEFITS:

- Civil Service
- Life Insurance – \$30,000 policy, premiums 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, until death; survivor benefit at that point.
- 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
- Vision Insurance
- Dental Insurance
- 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 Roger Marks III: (701) 355-1865 or rmarks@bismarcknd.gov
- City of Bismarck-Human Resources: (701) 355-1330
- Web Address: www.bismarcknd.gov/police

First Year of a Bismarck Police Officer

Date of hire begins your 8-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 optional coverages, if desired – (dental, vision, 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 8 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, firearms (handgun, shotgun and rifle), 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 3½ months for inexperienced recruits and may be shortened in an accelerated course if the recruit has prior experience. You will be assigned to your Primary Field Training Officer (FTO) for your first phase (6 weeks). In the second phase (4 weeks), you are assigned to a 2nd FTO to further your training, skills and knowledge followed by 2 weeks with a Traffic FTO for specialized training. For the third phase 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 through the FT&EP program.

Sometime in the first year of employment, if the candidate is without a license 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 is 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 every candidate to diligently apply that training in order to succeed.