



The Grand Forks Police Department fills all open police officer positions through a hiring eligibility register. These registers are established at least once per year or on an as needed basis. The annual process begins on the first Monday in June.

## Step 1: Application

Interested parties who meet the minimum qualifications detailed on Pg 4 can submit a completed application packet. These are available on either the City of Grand Forks homepage or the Grand Forks Police Department homepage under the *Employment* link.

### Steps in the register process:

1. Application
2. Written Exam
  - Cutoff Score Established —
3. Physical Ability Test
4. Oral Interview
  - Final Cutoff Established —
6. Hiring Eligibility Register Established (good for up to one year)
7. Contingent Employment Offer
8. Post-Offer / Pre-Employment Requirements and Background Investigation
9. Begin Employment

## Step 2: Written Exam

The Grand Forks Police Department uses the International Public Management Association (IPMA) PO-EL TIP Test for our entry level exam. This is the first formal step in the hiring eligibility process. The exam is offered at the Grand Forks Police Department on several occasions during each eligibility process and it takes up to 2 ½ hours to complete. After the testing process a cut-off score will be established. Those scoring at or above the cutoff will move on to the

next portion of the process – the physical agility exam.

IPMA offers a study guide you may purchase directly from them at a cost of \$20.00. You may order the Entry-Level Police study guide by going to <http://publicsafety-compass.com/study> or by calling 1-800-381-8378.

*Bonus points awarded to veterans and those who have completed a LE academy*



Entry Level Police Officer Test

*Applicants with at least one year of full time, licensed, peace officer work experience are eligible to use the lateral transfer screening matrix in lieu of taking the written exam*

### Step 3: Montana Physical Abilities Test (MPAT)



Applicants who score at or above the written exam cut-off move on to the physical agility exam. This exam is designed around job related tasks and is pass/fail. Candidates have 6 minutes 30 seconds to complete the MPAT course consisting of dragging a dummy, navigating stairs, sprinting, climbing over fences, low crawling, running in a serpentine fashion, navigating a

balance beam, and simulated wrestling with a push/pull/twist machine. Information regarding the MPAT can be located at <https://www.youtube.com/watch?v=Mo4DiNE6Z00> and <https://dojmt.gov/wp-content/uploads/MPATsummary.pdf> Applicants who successfully complete this Physical Agility Test will be scheduled for an oral interview.

### Step 4: Oral Interview



Oral interviews are held at the Grand Forks Police Department. The panel includes the Human Resources Bureau Commander, sworn officers of the GFPD, and a representative from the City of Grand Forks Human Re-

sources Department. Scores from the oral interview are combined with scores from the written exam and these are presented to the Grand Forks Civil Service Commission. A final cutoff is established.

### Step 5: Hiring Eligibility Register

Applicants who score at or above the final cutoff established by the Civil Service Commission are placed on a hiring eligibility register which is good for one year from the date of certification. All hiring is done off an established eligibility register.



*Applicants who are not successful in the application process may reapply for future openings. There is no limit to the number of times an applicant may apply or test for a position.*

## Step 6: Contingent Employment Offer

Upon a vacancy, names on the eligibility register are provided to the Chief of Police. The Chief recommends one of these names to the Mayor for hiring. Upon approval from the Mayor, an employment offer is extended to the applicant. This offer is contingent upon the requirements in Step 7.

## Step 7: Post-Offer / Pre-Employment Requirements and Background Investigation



Candidates with a contingent offer must successfully complete a medical exam, health screening, drug screening, psychiatric exam, polygraph exam, and background investigation.

## Step 8: Begin Employment

Once the contingencies are completed a start date is set and the candidate begins employment.

There is a two week orientation phase following by a sixteen week Field Training and Evaluation Program.





The Grand Forks Police Department, in partnership with a diverse community, is dedicated to upholding the highest professional standards in order to equitably serve and protect all individuals with respect and dignity.

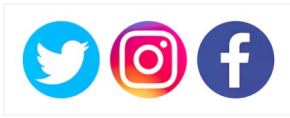
## Grand Forks Police Department

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**Serving all with dignity and respect.**

<http://www.grandforksgov.com/government/police>



### *About Us:*

*Formally established in 1880, the Grand Forks Police Department is a modern and progressive police department in all respects. The department employs 90 sworn officers, 15 civilian staff and 20 auxiliary staff. The police department is divided into two divisions (Operations and Administrative) each commanded by a Deputy Chief. The department has six bureaus (Uniform Patrol, Criminal Investigations, Specialized Resources, Facilities and Equipment, Human Resources and Records) each commanded by a Lieutenant except for Records. The Office of Professional Standards and Accreditation Manager work directly out of the Chief's Office.*

## Minimum Qualifications

- U.S. Citizen or in resident alien status
- At least 19 years of age
- Possess a valid drivers license & acceptable driving record
- High School/GED Education
- Completion of 60 sem/90 qt hrs of college credit with "C" avg. **or** completion of a L.E. Basic Training Academy
- Possession/eligible for a ND Peace Officer License
- No Felony convictions
- No A Misdemeanor convictions in the past 3 years
- No B Misdemeanor convictions in the last year
- No drug related convictions (except marijuana)
- No marijuana convictions in the last 5 years
- No drug use in the last 5 years (except marijuana)
- No marijuana (over1/2oz) use in the last 3yrs
- No marijuana use (less1/2oz) in the last year
- No domestic violence convictions or subject to an order prohibiting contact
- No criminal traffic convictions in the last year
- Must not be prohibited from possessing a firearm under federal or state law
- Vision correctable to 20/30 with acceptable color, peripheral & depth perception