

# Department Information

# Grand Forks Police Department



**Come and join our team!**

## MISSION STATEMENT

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 dignity and respect.

## CORE VALUES

Service  
Partnership  
Integrity  
Accountability  
Responsibility  
Obligation

## CONTACT INFO

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## **A Message From Chief Nelson**

Thank you for your interest in a career with the Grand Forks Police Department. The GFPD is an organization that places a strong emphasis on “customer service” in all duties performed. We are committed to the “Community Policing Concept” and believe strongly in the department’s mission and core values. Our agency has a long and proud tradition going all the way back to 1880 when the department was first officially established.

The GFPD is continually looking for highly motivated and professional individuals who demonstrate a strong sense of integrity and strength of character to join our team.

During the hiring process the GFPD looks for applicants who can effectively make decisions and resolve problems using knowledge, experience and common sense. We also look for applicants who can communicate and interact well with all types of people, in all types of situations. Our employees must be honest, responsible, respectful, accountable, ethical, driven to excel and possess a strong desire to serve their community.

A career in law enforcement can be tremendously rewarding and very interesting in nature, but it is not a career for everyone. The occupation of law enforcement carries with it great burden and responsibility. This informational handout is provided to assist you in determining whether a career in law enforcement with the Grand Forks Police Department is right for you. If you feel you have the qualities the GFPD is looking for and have a strong desire to make a difference, you are encouraged to apply.

Thank you again for your interest and good luck to all who decide to accept the challenge to make a difference and pursue this honorable profession!



Chief Mark A. Nelson



## City of Grand Forks

Established at the fork of the Red Lake and Red Rivers, Grand Forks began as a meeting and trading location for Native Americans and Fur Traders. Steamboat Captain Alexander Griggs founded the city in 1870 and Grand Forks was officially incorporated in 1881.

Grand Forks is the third largest city in the State of North Dakota with a population base of 56,000. The city is situated on the banks of the Red River of the North which forms the boundary between ND and MN. The Minnesota community of East Grand Forks sits directly across the river with a population of 8,600. Grand Forks sits at the crossroads of two major transportation routes, Interstate 29 and Highway 2. The city enjoys many Canadian visitors due to its close proximity to Canada and the City of Winnipeg, Manitoba located only 148 miles to the North.

Grand Forks covers 20.36 sq. miles and serves a metropolitan community of 150,000. The Grand Forks Air Force Base is located 15 miles West of Grand Forks and has a revolving population base between 1,500 and 5,000. The University of North Dakota sits within the City of Grand Forks and has an annual enrollment of over 16,000 students. UND, a Division I Institution, is the oldest University in the state. During the year numerous entertainment, cultural and sporting events can be found taking place at the Alerus Events Center and the Ralph Engelstad Arena.

### GFPD Info

Formally established in 1880, the Grand Forks Police Department is a CALEA accredited agency that prides itself on its professionalism and service to the community. It is a modern and progressive agency that employs 82 sworn officers, 15 civilian staff, and up to 20 auxiliary staff. The GFPD is divided into two divisions and seven bureaus. Each division is commanded by a deputy chief and each bureau is commanded by a lieutenant.

The **Main Headquarters** of the GFPD is located in downtown Grand Forks. The headquarters houses all administrative and support staff and is the main facility for all operations. Amenities include a state of the art media presentation center, forensics lab, polygraph examination room,

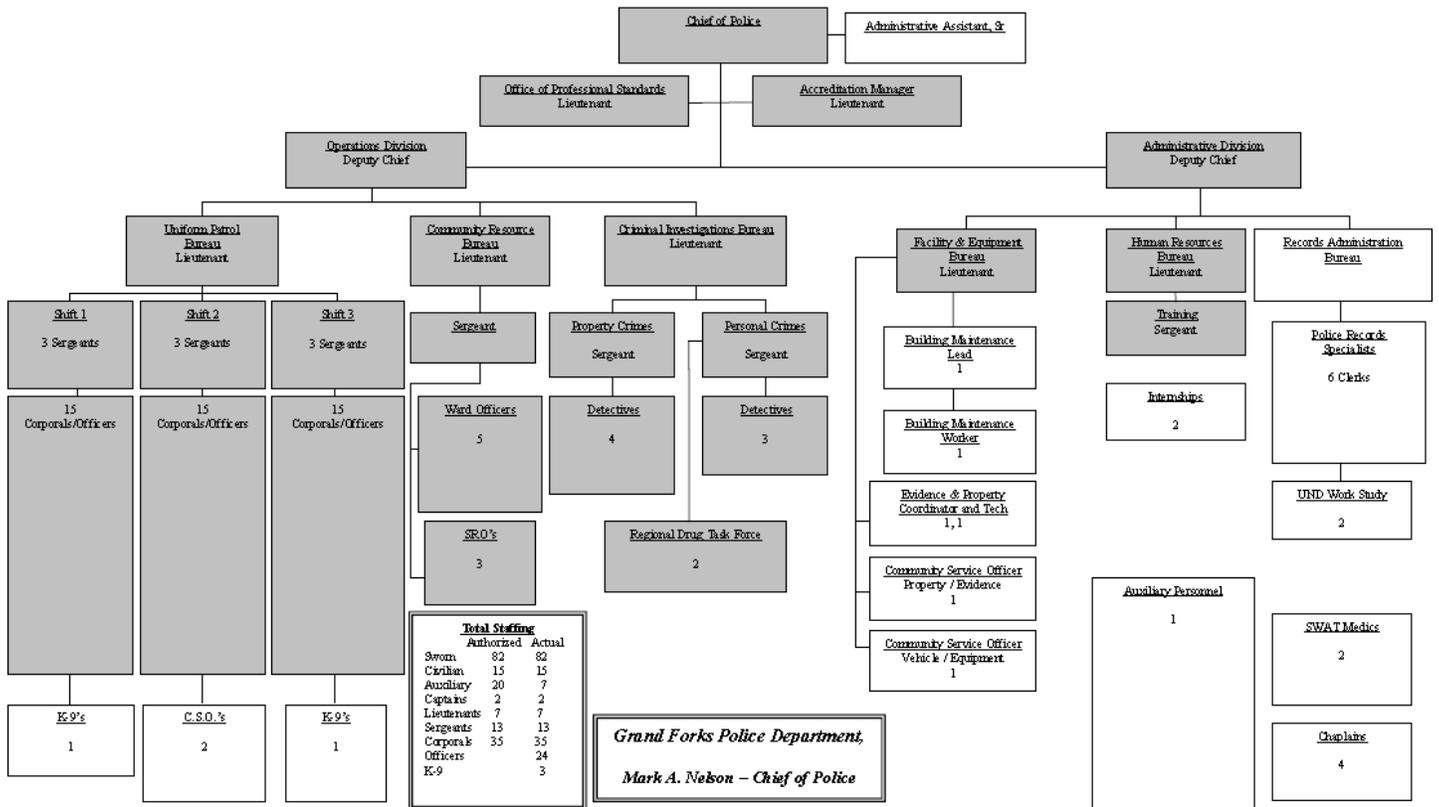
interview rooms, indoor firing range, exercise room, locker rooms, lounge area, classroom, and kitchen.

The **South End Annex** serves as the Special Operations Group headquarters. It also functions as a facility where officers can complete their reports, conduct interviews, perform minor vehicle maintenance, and conduct briefings.

The **Public Safety Center** is a joint police/fire training facility located in the industrial park on the western edge of the city. This facility has classrooms, a use of force simulator, driving simulator, outdoor firing range, rappel and search tower, K9 training area, as well as storage for GFPD snowmobiles, ATVs, and bomb team vehicles & equipment.



# Grand Forks Police Department Organizational Chart



## Shifts

The Grand Forks Police Department assigns all new police officers to the Uniform Patrol Bureau upon completion of the 16 week Field Training and Evaluation Program. Patrol officers are assigned to one of three semi-rotating shifts. Officers are allowed to bid shifts annually — these shift assignments are based upon seniority. Officers may remain on the same shift for 5 years and then must bid another shift for at least one year. Shifts are 10 hours in length with rotating days off.

Shift 1:  
10:00pm - 8:00 am

Shift 2:  
7:30 am - 5:30 pm

Shift 3:  
5:00pm - 3:00 am

## Promotions

**Corporal:** Requires 5 years service, Associates Degree or equivalent training, and an officer development component.

**Sergeant:** Requires 5 years of service (2 as Cpl or 4 as Ofc), Associates Degree, written exam, oral interview, and internal assessment.

**Lieutenant:** Requires 5 years of service (2 as Sgt), Bachelors Degree, oral interview, and internal assessment.

**Deputy Chief:** Assessment center

**Chief:** Assessment center





## Extra Duties

The GFFPD provides opportunities for numerous specialized duties and special teams. These include:

- Uniform Patrol
- Criminal Investigations
- Narcotics Task Force
- Community Resources
- SWAT Team
- Crisis Negotiations Team
- Bomb Team
- UAS Team
- Water Rescue Team
- K9 Team
- Crash Reconstruction Team
- New Hire Mentor
- Recruiter
- School Resource Officer
- Intoxilizer Operator
- Peer Assistance Support Team
- Honor Guard
- Uniform Patrol Detective
- Police Topics Instructor
- Field Training Officer
- Drug Recognition Expert
- GREAT Instructor
- Career Development
- Snowmobile / ATV Patrol
- Bike Patrol
- Patrol Carbine



## Salary & Benefits

- **Police Officer Starting Salary**
  - Licensed: \$48,796/yr or \$23.46
  - Unlicensed: \$47,673/yr or \$22.92/hr
- **Health Insurance**
  - 75% employer paid, 25% employee paid
  - Employee portion = \$305 family, \$126 single
- **Life Insurance**
  - \$35,000 provided by City. Optional coverage available up to \$300,000
- **Pension**
  - ND Public Employee Retirement System
  - 8.26% employer, 7% employee, 3 yr vesting
- **Vacation**
  - 40 hours first year, increasing amounts annually based upon years of service
- **Sick Leave**
  - 112 hours per year with unlimited accrual
- **Paid Holidays**
  - 9 per year
- **Tuition Reimbursement**
  - 40% reimbursement dependent on annual budget
- **Long Term Disability Insurance**
- **Employee Assistance Program**
- **Worker's Compensation Coverage**
- **Post-Employment Health Plan**
  - \$40/month employer contribution
- **All Uniforms and Equipment Provided**
  - Additional \$300 equipment allowance provided at time of hire
- **Employee Paid Benefits**
  - Deferred Compensation plan
  - Flexible Spending plan
  - Dental Insurance
  - Vision Insurance

**Minimum Qualifications**

- US Citizen or in resident alien status
- At least 19 years of age
- Valid driver’s license & acceptable driving record
- High School diploma / GED
- Completion of at least 60 sem/90 qtr hours of college credit with a “C” average
- OR–
- Completion of a LE Basic Training Academy
- No felony convictions
- No A Misdemeanor convictions in the past 3 years
- No B Misdemeanor convictions in the past 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 use/possession (> 1/2 oz) in the last 3 years
- No marijuana use/possession (<1/2 oz) 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, and depth perception

*This list is not inclusive of all types of conduct that may disqualify a person from the application process.*

**How to Apply**

The Grand Forks Police Department hires for all positions based upon a hiring eligibility register. This register is created annually in June and as needed in January. Applications are only accepted during times of register creation.

If you meet the minimum qualification listed and are interested in an honorable and rewarding career, you can obtain an application packet by accessing the GFPD web site ([www.grandforksgov.com/police](http://www.grandforksgov.com/police)) or by contacting the City of GF Human Resources Department at 255 N 4th St, Grand Forks, ND 58206-5200 or by calling 701-746-2665.

To be notified of the next eligibility register process you may email Lt. Brett Johnson at [bajohnson@grandforksgov.com](mailto:bajohnson@grandforksgov.com) with subject line of “Intent to Apply”.



**Register Process**

1. Application
2. Entrance Exam / Screening Matrix
3. Cutoff Established
4. Physical Agility Assessment
5. Background Investigation
6. Oral Interview
7. Final Cutoff Established
8. Hiring Register Created

*Detailed information on each of these steps can be found in the “Police Officer Hiring Process” packet*

*Bonus points granted for veterans and applicants who have completed a LE academy*

**Hiring Process**

- All open positions are filled based on the register created in step #8.
- Register is good for one year.
- Historically, the GFPD has hired an average of 5 officers per year.
- For every opening, the top three names on the register are submitted to the Mayor. The Chief of Police will recommend one of these three names for hiring.
- Upon a conditional job offer the candidate must successfully complete several post-offer/pre-employment requirements

*Applicants who are not placed on the register are free to apply for future processes.*

**Post-Offer / Pre-Employment Requirements**

- POST Medical Exam
- POST Psychological Exam
- City Health Screening
- City Drug Screening
- Polygraph Exam
- Secondary Background Check

*Failure to successfully complete any of these requirements would result in the conditional offer being rescinded.*



## Grand Forks Police Department

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**Serving all with dignity and respect.**

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

Twitter: GrandForksPD

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