

MINOT, NORTH DAKOTA CHIEF OF POLICE



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CHIEF OF POLICE

THE POSITION IN BRIEF

The Chief of Police is the duly sworn law enforcement executive in charge of overseeing the City’s police department. The Chief works closely with the City Manager, Mayor, City Council, and other community stakeholders to ensure that state laws and local ordinances are enforced in the pursuit of public peace and safety. The Chief manages a workforce of 107 personnel, which includes civilian personnel, and a budget of approximately \$13,523,383. The police department has 81 sworn officers, including the Chief, and three Captains. The department responded to 1,868 Group “A” Crimes in 2024.

The City Manager recommends candidates for the Chief of Police to the Mayor, who, with the City Council’s advice and consent, has the authority to appoint the Chief of Police. The next Chief will be successful by supporting the City’s ongoing public safety mission to provide vision, stewardship, and valued services, above and beyond the norm while fostering a vibrant community culture to preserve and protect our residents’ quality of life.





2024 QUICK FACTS

Calls for Service	38,057
Traffic Stops	4,631
Felony/Misdemeanor Adult Arrests	3,805
Felony/Misdemeanor Juvenile Arrests	347
Annual Operating Budget (FY 2025)	\$13,523,383

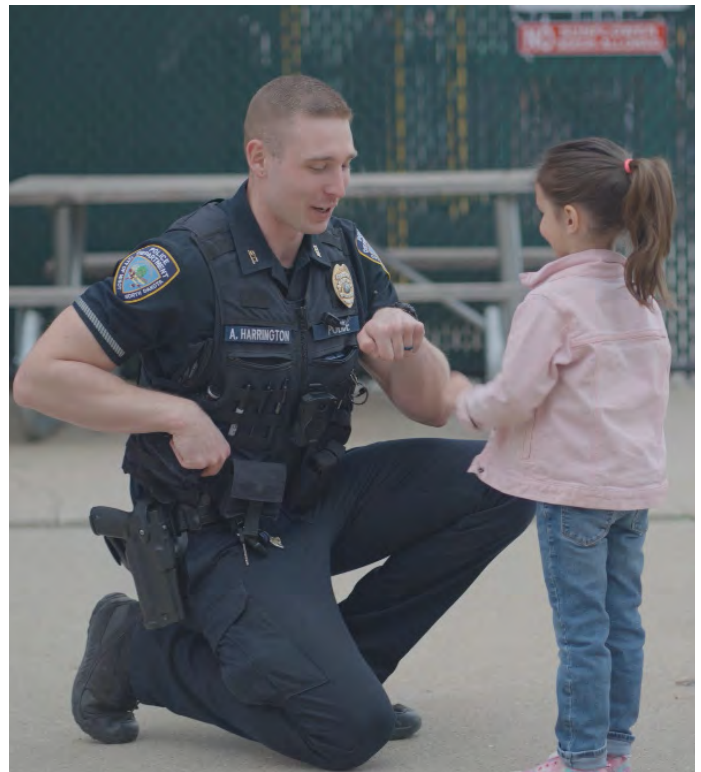
THE POLICE DEPARTMENT

The Minot Police Department has three divisions: Patrol, Investigations and Administration. The Patrol division oversees traffic enforcement, parking control, K-9 and general public calls for service while the Investigations division oversees criminal investigations. Administration includes the Community Outreach and Training Unit, as well as Police Records. The department is authorized a total of 81 sworn officers along with 26 civilian support staff. Police officers are represented by the Fraternal Order of Police (FOP).

The Patrol Division is made up of three 10-hour shifts that operate around the clock. The Patrol Division falls under the Operations Commander (Captain) and is led by two Lieutenants, nine Sergeants, with 53 Patrol Officers divided up among the shifts. The Minot Police Department Investigations Division consists of one Captain, one Lieutenant, two Sergeants, seven Detectives, four Task Force Officers, one Digital Forensics Analyst, and one Intelligence Analyst. The Administrative functions are led by one Captain and the Administrative Lieutenant. Additionally, the department has four School Resource Officers. The Records Division staff is comprised of a Records Officer Manager and five Law Enforcement Office Specialists. In partnership with the Ward County Sheriff Department, the police department participates in a Narcotics Task Force. The department also has a Public Safety Cadet program for high school and college students who are interested in law enforcement.

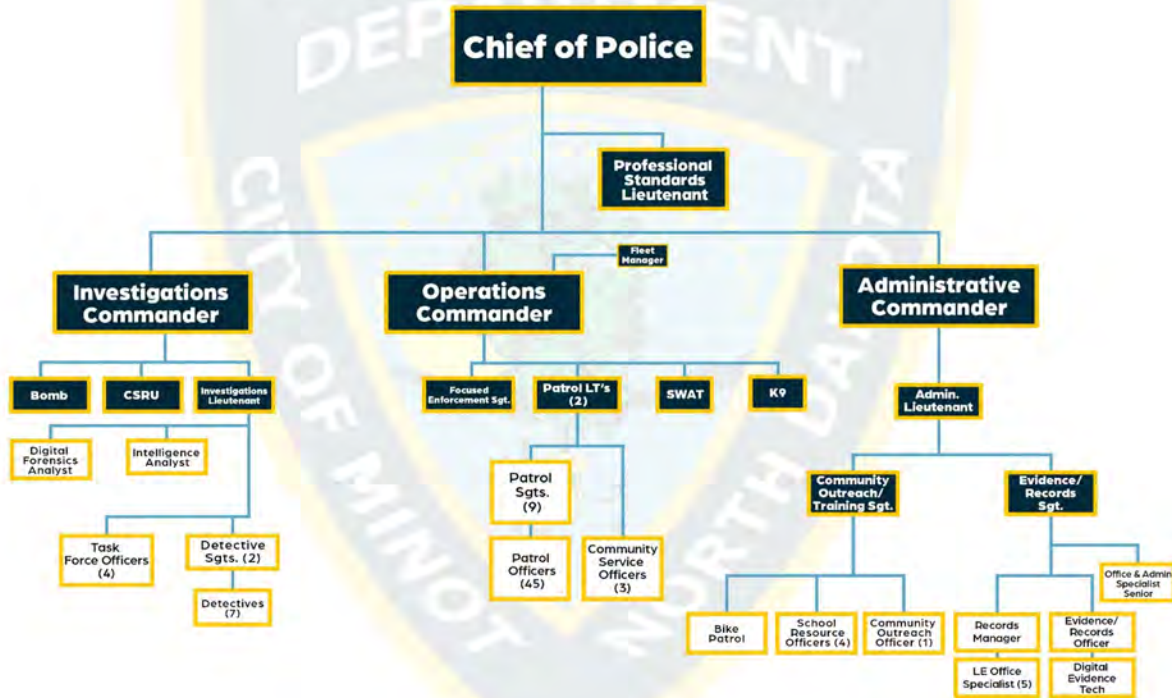
Dispatch services are provided by Minot Central Dispatch Center, a regional public safety answering point.

The police department believes strongly in professional policing and delivering a high level of service to the community. Department members believe in the critical importance of partnering with the community to identify and solve community problems to maintain and enhance the quality of life in Minot.



Minot Police Department

2025 Organization Chart



Minot PD - ND0510200 - NIBRS Agency Crime Overview - 2024

2024 Population Estimate			47,041	Offenses (*)		Arrests (**)			
				Group A Offenses	Reported	Cleared	Adult	Juvenile	
Offense Overview				Crimes Against Persons (***)					
Offense Total		1,868		Murder and Nonnegligent Manslaughter		1	1	1	0
Number Cleared		919		Negligent Manslaughter		0	0	0	0
Percent Cleared		49.20%		Aggravated Assault		105	72	46	1
Group A Crimes per 100,000 population		3,971.0		Simple Assault		256	181	118	10
				Intimidation		76	43	13	1
				Stalking		33	9	1	0
				All Rape		25	1	0	0
Arrest Overview					37	10	0	0	
Total Arrests		1,113		Criminal Sexual Contact		0	0	0	0
Adult Arrests		1,002		Incest		0	0	0	0
Juvenile Arrests		111		Statutory Rape		5	1	2	0
Unknown Age		0		Commercial Sex Acts		1	0	0	0
Arrests per 100,000 population		2,366.0		Involuntary Servitude		0	0	0	0
				Kidnapping/Abduction		16	13	0	0
Average number offenses/incident			1.18	Crimes Against Property					
Domestic Incident Victims				Arson	16	1	0	0	
Offense	Reported	Cleared		Bribery	0	0	0	0	
Murder and Nonnegligent Manslaughter	0	0		Burglary/Breaking & Entering	108	19	10	3	
Aggravated Assault	37	28		Counterfeiting/Forgery	28	3	0	0	
Simple Assault	96	74		Destruction/Damage/Vandalism of Property	95	26	6	2	
Intimidation	11	5		Embezzlement	12	1	1	0	
Stalking	5	0		Extortion/Blackmail	5	0	0	0	
All Rape	3	0		False Pretenses/Swindle/Confidence Game	16	2	2	0	
Criminal Sexual Contact	7	0		Credit Card/Automated Teller Machine Fraud	5	0	0	0	
Incest	0	0		Impersonation	5	0	1	0	
Statutory Rape	0	0		Welfare Fraud	8	1	0	0	
Kidnapping/Abduction	4	4		Wire Fraud	18	0	0	0	
Total	163	111		Identity Theft	35	7	0	0	
Group B Arrests				Hacking/Computer Invasion	1	0	3	0	
Offense	Adult	Juvenile		Robbery	21	3	2	0	
Bad Checks	0	0		Pocket-picking	7	1	0	0	
Curfew/Loitering/Vagrancy Violations	0	0		Purse-snatching	4	0	108	31	
Disorderly Conduct	18	11		Shoplifting	241	150	1	0	
Driving Under the Influence	176	1		Theft From Building	20	6	3	0	
Drunkenness	39	0		Theft From Coin Operated Machine or Device	5	1	0	0	
Family Offenses (Nonviolent)	11	0		Theft From Motor Vehicle	78	7	15	1	
Liquor Law Violations	11	9		Theft of Motor Vehicle Parts/Accessories	4	0	11	3	
Peeping Tom	0	0		All Other Larceny	102	20	3	0	
Runaway	0	0		Motor Vehicle Theft	111	30			
Trespass of Real Property	82	7		Stolen Property Offenses	14	7			
All Other Offenses	136	11		Crimes Against Society					
Total Group B	473	39		Drug/Narcotic Violations		155	143	94	13
(*) Offenses are counted using the FBI Units of Count for Crime (**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time. (***) Negligent Manslaughter now includes the killing of another person associated with driving under the influence, distracted driving (using a cell or smartphone), and reckless driving fatalities.				Drug Equipment Violations		144	138	78	7
				Betting/Wagering		0	0	0	0
				Operating/Promoting/Assisting Gambling		0	0	0	0
				Gambling Equipment Violations		0	0	0	0
				Sports Tampering		0	0	0	0
				Pornography/Obscene Material		15	3	0	0
				Prostitution		1	0	0	0
				Assisting or Promoting Prostitution		1	0	0	0
				Purchasing Prostitution		0	0	6	0
				Weapon Law Violations		28	15	2	0
				Animal Cruelty		10	4	529	72
				Total Group A Offenses		1,868	919		

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

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THE COMMUNITY

Minot, North Dakota—known as the "Magic City"—is a thriving regional hub and the state's fourth-largest city, with a population of 48,377. Located in north-central North Dakota, Minot boasts a diverse economy rooted in agriculture, energy, and the presence of Minot Air Force Base. The city offers an exceptional quality of life, featuring strong schools, excellent healthcare, and a range of amenities. Air service connects Minot to major destinations, including Minneapolis-St. Paul, Denver, Las Vegas, Orlando, and Mesa, Arizona, while its proximity to Canada places Winnipeg and Regina within a five-hour drive.

Minot Air Force Base plays a crucial role in the region's economy and national defense, with more than 12,346 active-duty personnel and their families. As the nation's only base with a dual-wing nuclear mission, it holds strategic importance. Trinity Health, with its \$500 million medical campus, serves as a leading healthcare provider for the community.

Outdoor enthusiasts will find plenty to explore in Minot. The city features expansive parks, over one hundred miles of trails, and six golf courses. The Roosevelt Park Zoo—North Dakota's first zoo—delights visitors, while nearby Lake Sakakawea, Lake Audubon, and Lake Darling offer top-tier fishing, boating, and hunting opportunities. Sports fans can cheer on the Minot Minotauros junior hockey team and the Minot Hot Tots baseball team.

Minot is home to vibrant annual events, including the North Dakota State Fair, which attracts 300,000

visitors, and the PRCA Badlands Circuit Finals Rodeo Championship. The Scandinavian Heritage Park and Norsk Høstfest celebrate the region's strong Nordic roots, highlighting the cultures of Denmark, Finland, Iceland, Norway, and Sweden.

Arts and culture thrive in Minot, with organizations such as the Minot Symphony Orchestra, Minot Chamber Chorale, Mouse River Players, MSU Summer Theater, and Arts in the Parks enriching the community. The Taube Museum of Art further contributes to Minot's dynamic arts scene. The Discovery Center offers interactive STEM displays and programming.

Downtown Minot offers a unique blend of local shopping, dining, and entertainment. Historic buildings, art-lined alleyways, and community events create a lively atmosphere in the city's core.

Education is a priority in Minot, with a well-regarded public school district comprising thirteen elementary schools, three middle schools, and two high schools, including facilities on Minot Air Force Base. Parochial school options are also available. Higher education institutions such as Minot State University and Dakota College at Bottineau provide advanced learning opportunities. New programming in Community Technical Education (CTE) focused on dental and nursing programs have also recently begun.

A dynamic and welcoming community, Minot combines opportunity with livability, making it a wonderful place to live, work, and visit.



CITY GOVERNMENT

Minot has a Modern Council form of government and uses the City Manager Plan. The mayor is elected at large for a four-year term. The six-members of the City Council are also elected at large for four-year terms, with half of the seats up for election every two years. Additionally, volunteer boards and commissions contribute to city governance.

The Mayor and City Council appoint the City Manager, who provides executive leadership, oversees daily operations, and guides long-term policy and strategic planning. Minot functions as a full-service city, with an annual operating budget—including capital expenditures—of \$225.2 million for 2025 with 453 full-time equivalent (FTE) staff members.

Minot's municipal departments include the Assessor, Airport, Attorney, Community Development, Engineering, Human Resources, Finance, Fire, Library, Municipal Court, Public Works, Police, Utilities, and the Office of Resilience. While the Minot Park District, an independent entity, manages parks and recreation, the city actively collaborates with Ward County, the Chamber of Commerce, and the Minot Area Economic Development Corporation to foster business growth and economic development.

COMMUNITY DEMOGRAPHICS

Population:	approximately 48,377
Median Age:	33.6 (2022)
Households:	21,080 (2019-2023 census)
Median Household Income:	\$77,431
Average Home Value:	\$254,400
Race:	White alone 80.7%, Black or African American alone 4.9%, American Indian, or Alaska Native 1.7% Asian alone 2.0%, Native Hawaiian or Other Pacific Islander 0.1%, two or more races 8.5%, Hispanic or Latino 7.2%, White alone, not Hispanic or Latino 79.4% (2024 Census).



CHALLENGES, OPPORTUNITIES AND EXPECTATIONS

- **Employee Health and Wellness:** The next Chief must have a strong focus on the employees' health and wellness. Training all staff in the importance of taking care of themselves and others is critical to the wellbeing of the department.
- **Recruitment and Retention:** It is critical for the incoming Chief to sustain and enhance the positive organizational culture that retains talent at Minot PD. A strategic focus on external recruitment will be essential, with an emphasis on implementing effective strategies to attract top-tier police personnel.
- **Technology:** The city is committed to technological advancement and must continue in this direction. Identifying technologies that enhance operational efficiency is crucial for ongoing success.
- **Succession Planning:** The Minot PD boasts a wealth of talent. The key challenge lies in retaining this talent and strategically placing individuals where they can excel. The next Chief must acknowledge the team's capabilities and proactively support their career advancement.
- **Leading:** The Chief shall cultivate an environment prioritizing transparency and open communication. Demonstrate a thorough grasp of effective leadership principles and their practical application. Consistently offer feedback, ensuring staff are aware of their performance in relation to department standards. Recognize and reward exceptional work. Actively motivate and direct the team towards achieving the city's goals and objectives.
- **Service to the Underrepresented Communities:** The department has successfully reached underserved communities, addressing previously overlooked needs. The next Chief should ensure visibility in these areas, not solely for enforcement, but to foster a role of active engagement and guardianship within the community.
- **Creativity:** Consistently explore innovative methodologies, policies, and procedures to boost department and city efficiency. Demonstrate creativity and open-mindedness in roles and tasks, welcoming changes that drive towards achieving set goals and objectives.
- **Employee / Labor Relations:** The Chief shall actively work to build and sustain positive relationships with all staff members, valuing their input and addressing their concerns effectively. They will cultivate a workplace founded on mutual respect. The new Chief of Police will need to possess and demonstrate exceptional leadership and communication skills. The Chief should honor and respect community history and expectations; however, the Chief of Police must be a visionary who focuses on tomorrow rather than the past.

The next Minot Chief of Police will have an approachable and available management style encouraging effective communication among the staff of the police department, other city employees, and the community at large. The Chief will regularly demonstrate active listening skills.

The Chief will have an excellent reputation and demonstrate a high level of personal and professional honesty and integrity. The Chief will be positively recognized in the law enforcement profession and possess the highest moral character.

The Chief will be a strategic thinker, anticipating issues or trends and will be open to new approaches and technologies. The Chief will have experience with and/or commitment to collaborating with other law enforcement agencies and mutual aid groups, including fire personnel.

The Chief will have a proven history of practicing the principles of 21st Century Community Policing and building community problem solving partnerships. They will be committed to training, professional development and community engagement.

DESIRABLE CHARACTERISTICS

The City is seeking an adaptable law enforcement professional with an ability to provide a strategic and contemporary approach to policing. The ideal candidate will have an inclusive managerial style, as well as clear, concise, and open communication skills.

The successful candidate will:

- Possess and exhibit outstanding communication skills.
- Demonstrate and remain committed to officer wellness.
- Be able to thoughtfully represent the interests of the department and the City, with a high level of community engagement.
- Be open and available to Police Department staff and City employees by using an effective communication philosophy, seeking input, and welcoming differing perspectives.
- Commitment to continued training, professional development, and community engagement.
- Demonstrated experience building successful partnerships with community stakeholders.
- Knowledge and experience with media relations, including experience and support of the use of social media as an opportunity to engage Police Department stakeholders and promote the mission and goals of the Department.
- History of intergovernmental cooperation and relationship building.
- Experience interacting and collaborating with other law enforcement agencies and mutual aid groups.
- Sufficient experience to review organizational structure, staffing, and personnel assignments and make changes when appropriate, to ensure departmental capability to carry out its mission and responsibilities.
- Experience in addressing internal organizational and personnel issues present in most police agencies as well as having demonstrated ability in addressing these problems in a positive, professional, timely and impartial manner.
- Strategic thinker, anticipating issues or trends and must be open to new approaches and technologies while also understanding the needs of the City and of the region's public safety community.
- Well-developed financial management skills, knowledge and/or experience capital planning and organizational management and a clear understanding of resource and budgetary limitations while avoiding micromanagement.
- The Chief should have experience in labor/management interactions and succession planning, and a commitment to the continued professional development of all members of the Police Department.
- Excellent writing and public speaking skills and the ability to adjust one's approach based upon the audience.

Candidates should also have an equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities, as outlined below:

- 15 years of service in law enforcement, including five years of supervisory and/or administrative service experience in a full-time, paid police department.
- A bachelor's degree is required, public administration, business, finance, or criminal justice ideal; a master's degree is preferred.
- Leadership training such as the F.B.I. National Academy, Northwestern University's School of Police Staff and Command, Police Executive Research Forum Senior Management Institute For Police, Leadership In Police Organizations, or similar programs is required.
- Successful candidates will possess or be able to obtain a valid North Dakota driver's license.
- Candidates must be licensed by the State of North Dakota POST Board or be able to become licensed within the first six months of employment.

HOW TO APPLY

Salary and Application: The salary range for this position is \$117,049-\$173,760 dependent on the candidate's experience and qualifications. The city offers an excellent benefits package. Candidates must be licensed by the State of North Dakota POST Board or be able to become licensed within the first six months of employment. All applications will be evaluated on a case-by-case basis.

Interested candidates should apply online by April 28, 2025 with a cover letter, resume, and contact information for at least five (5) professional references to www.govhrjobs.com. Any questions please contact Jon Fehlman jfehlman@mgt.us or Marc Hornstein mhornstein@mgt.us.

The City of Minot embraces diversity. The city is an Equal Opportunity Employer and does not discriminate based on race, age, sex, religion, national origin, disability, color, genetic information, marital status, or sexual orientation.

Veteran's Preference will not apply due to the executive level of the position and application materials may be subject to disclosure under North Dakota Open Meetings Law.

