



Lake Region State College Peace Officer Training Program Enrollment Guidelines/Procedures



The goal of the Peace Officer Training program is to provide the most highly skilled/licensable Peace Officer Candidates to law enforcement administrators in North Dakota. The Peace Officer Training program is a one-semester course of study in police work. The objectives of the program are to provide the student with comprehensive police training and to fulfill the statutory requirements of peace officer licensure.

The program is offered spring and fall semester at our main campus in Devils Lake and during the summer months at the Fargo Regional Training Center in Fargo, ND and at the Public Safety Center in Grand Forks, ND. The application process is the same for all students regardless of the program's location. Lake Region State College does not have access to food service or housing for the summer programs, therefore students must live within commuting distance of these training locations.

Applicants for the Peace Officer Training program must be of good character with a good driving record. All applicants must have held a valid drivers license for at least 2 years prior to making application for the Peace Officer Training Program. Applicants may be requested to furnish proof of auto insurance. **The applicant must have zero points against his/her driver's license at the time of graduation. In addition, the applicant must meet the drug use and criminal history guidelines for admission (these guidelines can be found in your application packet or on our website).**

To be admitted to the Peace Officer Training program each applicant must complete steps 1 and 2 to begin the application process.

1. Complete and mail to the college, the Peace Officer Training Program "Application and Personal History Statement", "Authorization to Release Information form" and "Applicant Information Form" which can be found on our website or in your Peace Officer Training Application packet.
2. Complete your ND POST Approved Psychological Exam in Devils Lake, Grand Forks, or Fargo:
 - a. **Devils Lake:** This test is offered on the first Tuesday of each month starting at 9:00 a.m. sharp! Reservations to test must be made in advance of the testing date. To reserve a seat for testing call 662-1526 or 1-800-443-1313, ext. 526. The non-refundable fee for this exam is \$110.00 and must be paid for at the time the test is administered. (*Make check payable to North Dakota POST Board*)
 - b. **Fargo:** You may take your ND POST Approved Psychological Exam in Fargo, ND by making an appointment with Dr. Stephen Timm. Dr. Timm is a ND POST Approved Psychologist and will administer the written exam by appointment only. He can be contacted by calling (701) 237-4742. The fee for this exam is \$140.00 and will need to be paid for at the time the test is administered. (*Make checks payable to Dr. Timm*).
 - c. **Grand Forks:** One fall and one spring opportunity will be provided in Grand Forks each year for students entering the summer program in Grand Forks or where the Grand Forks location is a convenient option. Students interested in testing at this location should contact the Director for the date and time of the testing and to reserve a seat. The testing will take place at

the Public Safety Center (1220 S. 52nd Street). The cost is \$140.00 and will need to be paid for at the time the test is administered. (*Make checks payable to Dr. Timm*).

Applicants who have successfully completed steps 1 and 2 must complete the following (in any order):

3. Complete all requirements for admission to Lake Region State College as identified in the college's application booklet and/or college catalog.
 - Completed and signed application form requesting admission to LRSC.
 - A \$35 non-refundable application fee.
 - Proof of high school graduation or its equivalency to include transcripts.
 - Proof of immunity against measles, mumps and rubella (2 immunizations required).
 - Official transcripts of any previous college work.
 - Scores for the ACT or other nationally recognized examination (students age 25 or older or who transfers 24 semester hours to LRSC are exempt).
4. Certification by a physician that the candidate is in good health and physically able to complete the rigorous training of the Peace Officer Training program. Applicants must turn in the completed form to the Director of Peace Officer Training when the exam is completed. (*Applicant is responsible for the cost of the exam and may schedule the exam with his/her family physician*). The form that must be completed by the doctor can be found in your application packet or found on our website.
5. Submit a copy of his/her birth certificate.
6. Background Investigation –An extensive social history and criminal background investigation is conducted on those applicants who pass psychological examination. The investigation will include interviews with current and former employers, teachers, and neighbors. An extensive criminal history and driving record check is also conducted. **The fee for the background investigation is \$80.00 (payable to LRSC at the time the psychological test is administered)** and is refundable only to applicants who are disqualified by the psychological examination. **If taking your psychological examination in Fargo or Grand Forks, the \$80.00 background investigation fee will be collected at the time of your interview (Step 8).**
7. Personal Interview - Applicants who have successfully completed steps 1 through 7 above will be invited to interview with the Director of the Peace Officer Training Program. Applicants who are deemed fit candidates for Peace Officer Training will be offered positions in the program PENDING the results of their fingerprint background investigation. Applicants are considered and accepted on a first-request basis. "First request" is determined by the date of their psychological examination.
8. Those candidates that successfully pass the interview portion of the testing process will be given two fingerprint cards. The candidate will take the cards to a law enforcement agency and have prints taken for both cards. The candidate will turn in the completed cards on the first day of class.

Note: Peace Officer Training students attending the program in Devils Lake are encouraged to live on campus while enrolled in the Program. To ensure that space is reserved, applicants should complete the housing request form found in the Application for Admission to Lake Region State College. A \$50 refundable housing fee must accompany the housing request. **Financial Aid is available to all students at all of our program locations.** Prospective students who wish to apply for financial aid should complete the FAFSA (Free Application for Federal Student Aid) form early in the application process because several weeks are required for processing time. This application is available in the Financial Aid Office located in Student Services or on line by obtaining a PIN number at www.pin.ed.gov and finding the application to complete at www.fafsa.ed.gov (You may not complete the application until the PIN has been sent to you via e-mail.)