

**NEW EMPLOYMENT OF PART-TIME LICENSED PEACE OFFICER**  
PEACE OFFICER STANDARDS AND TRAINING BOARD  
PFN 12

**INSTRUCTIONS**

NOTE: This form is to be used to report the hiring of a person who will be applying for, or who already has a part-time peace officer license. If you are hiring someone to work part-time who holds a general (full-time) peace officer license, please use the New Employment of Peace Officer form (PFN 2).

Specific instructions for completing the form are as follows:

**License or Social Security Number**

If the new officer is already licensed part-time, the four digit peace officer license number should be placed in this area. If the officer has not yet obtained a license, the social security number of the officer must be placed in this area.

**Name**

The name of the newly employed part-time peace officer should be printed in this area. It is preferred that the name be printed last name first, first name, then the middle initial.

**Race**

The proper abbreviation for the newly employed officer's race should be placed in this area.

**Sex**

Place either "M" for a male officer or "F" for a female officer in this area.

**Date of Birth**

The newly employed officer's date of birth should be placed in this area.

**Department Name**

The name of the agency that the officer is being hired by should be printed in this area.

**Position**

The position that the new officer will hold within the agency should be printed in this area.

**Rank**

The rank that the new officer will hold within the agency should be printed in this area.

**Date of Employment**

The first day of employment with the agency should be printed in this area.

**Background Check Completed**

Place a check mark in the "YES" box after the background investigation is completed.

Note: As part of the background check, State law requires that a fingerprint check be done both on the state level and through the FBI. Blue colored applicant fingerprint cards

should be submitted to the records section of the Bureau of Criminal Investigation along with a request to conduct the record checks.

Note: The fingerprint background check indicated above must be done at the time of employment, even though it was also done when the individual began the training necessary to begin the part-time training.

### **Psychological Evaluation Completed**

This section must be completed if the new employee is an officer who has not yet been issued a part-time peace officer license. Once the psychological evaluation has been completed, place a checkmark in the "YES" box. The License Eligibility form (PFN3) must be completed and submitted with this form..

Note: This section does not need to be completed for an officer who already has a valid part-time peace officer license.

### **Medical Examination Completed**

This section must be completed if the new employee is an officer who has not yet been issued a part-time peace officer license. Once the medical examination has been completed, place a checkmark in the "YES" box. The License Eligibility form (PFN3) must be completed and submitted with this form.

Note: This section does not need to be completed for an officer who already has a valid part-time peace officer license.

### **Sidearm Qualification Completed**

The date that the new employee completes the requirements for sidearm qualification should be printed in this area. If this has not yet been completed or the date is not known, this area may be left blank.

### **Law Enforcement Employment History**

The names of the prior agencies that the new officer was employed by should be listed in this area in chronological order along with the approximate dates of employment. If the officer was not employed by another agency, this area may be left blank.

### **Description of Duties and/or Functions**

The minimum training necessary to complete the "part-time basic law enforcement training course" does not include training in the functions listed in this section. In addition, the ND POST Administrative Rule, 109-02-02-10.1, states that, "*A peace officer with a part-time peace officer license may only perform peace officer duties within the scope of the peace officer's board approved training.*"

Place a checkmark in the blank beside the listed duty/function that this part-time peace officer will perform. If the additional training has not already been completed, additional training beyond the "minimum" for a part-time officer license is mandatory for each duty checked in this section.

### **Verification of Required Training**

Fill in the table documenting the date, instructor name, and number of training hours for each of the four areas of required training. These topic areas listed are required, however the instructional method is at the discretion of the agency.

**Agency Administrator**

Only the administrator of the agency may sign this form.

**Date**

The date the form is signed must be printed in this section.

A copy of this form should be retained by the agency. The original and other necessary papers should be sent to:

POST Board  
PO Box 1054  
Bismarck ND 58502-1054



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 PFN 12

License or Social Security No.	Name (Last, First, MI)	Race	Sex	Date of Birth
Department Name	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Position	Rank	Date of Employment

**LICENSING REQUIREMENTS:**

Background Check Completed ( <b>Background check letter must be included</b> )	<input type="checkbox"/> YES <input type="checkbox"/> NO
Psychological Evaluation Completed ( <b>If you are not a current ND Licensed Peace Officer</b> )	<input type="checkbox"/> YES <input type="checkbox"/> NO
Physical Examination Completed	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sidearm Qualification Completion Date (MO/DAY/YR)	

**LAW ENFORCEMENT EMPLOYMENT HISTORY:** (Not to include present employment. If more space is needed, attach additional sheet in same format.)

DEPARTMENT NAME AND ADDRESS	POSITION	RANK	FROM		TO	
			Mo.	Yr.	Mo.	Yr.

**Description of Duties and/or Functions**

Place a checkmark in the blank for each of the following duties this officer will perform. (Training in these areas is not included in mandatory portion of the part-time curriculum. See form instructions for additional clarification).

- Engage in public speaking, community oriented policing, or crime prevention.
- Engage in criminal investigations or the processing of evidence (beyond that which is done by a patrolman).
- Engage in the investigation and response to motor vehicle crashes.
- Regularly work in a culturally diverse area.
- Engage in the intervention, mediation, or high risk situations involving people in crisis situations.
- Intervene in hostage and/or barricaded persons (beyond the initial response by a patrolman).
- Intervene in situations involving persons suffering from mental illnesses (beyond the initial response by a patrolman).
- Intervene in situations involving juveniles (other than the initial response or the temporary holding of a juvenile by a patrolman).
- Carry and/or be authorized to use a police impact weapon (i.e. baton).
- Carry and/or be authorized to use pepper spray or mace.
- Use pressure point control tactics.
- Engage in the transportation, processing, or security of prisoners either inside or outside a correctional facility, (other than the initial transportation of a prisoner immediately following an arrest).
- Receive calls for service directly from the public via the telephone.

**Verification of Required Training**

Training Topic	Date Completed	Instructor Name	Training Hours
First Aid and CPR			
Physical Fitness			
Physical Fitness Requirements			
Use of Deadly Force			

Agency Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail to: POST Board  
 PO Box 1054

