TO: Mayor Shaun Sipma  
Members of the City Council

FROM: Chief John Klug

DATE: November 23, 2021

SUBJECT: MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE WARD COUNTY SHERIFF’S DEPARTMENT AND THE CITY OF MINOT FOR THE AUTHORIZATION OF SPECIAL DEPUTY STATUS AND PRIVLEGES WITHIN WARD COUNTY FOR CERTAIN CITY OF MINOT POLICE DEPARTMENT PERSONNEL

I. RECOMMENDED ACTION

1. Recommend approval of the Memorandum of Understanding with Ward County Sheriff’s Department, and
2. Authorize the Chief of Police to sign the Memorandum of Understanding.

II. DEPARTMENT CONTACT PERSONS

John Klug, Chief of Police 857-9800  
Justin Sundheim, Captain 857-4717

III. DESCRIPTION

A. Background

The Minot Police Department has historically been granted Special Deputy status by the Ward County Sheriff, but upon review of this process, it was determined to not be the most effective method. This MOU will give those parts of the Minot Police Department the authority necessary to carry out their mission within Ward County without requesting permission during critical events. The rest of the department will request permission from a supervisor with the Sheriff’s Department if the need arises to leave the City of Minot to conduct law enforcement duties in Ward County jurisdiction.

B. Proposed Project

This MOU follows the common practice used by other agencies within the state and allows for the agencies to support each other during investigations and emergency operations within
Ward County. There is no change in the financial responsibilities under this MOU compared to the common practice between the agencies today.

IV. IMPACT:

A. Strategic Impact:

This change will allow for both agencies to ensure the officers from the Minot Police Department are acting under the proper authority while conducting investigations in Ward County that stem from crimes within the City of Minot. This also reduces the time and need to document each City of Minot Police Officer deputized by the Ward County Sheriff.

B. Service/Delivery Impact:

N/A

C. Fiscal Impact:

There is no fiscal impact as a result of this MOU.

V. ALTERNATIVES

Alt. 1 The Council could reject the MOU as written and direct staff to search for other options or change the MOU per their recommendations.

VI. TIME CONSTRAINTS

N/A

VII. LIST OF ATTACHMENTS

A. Ward County Sheriff’s Department - Memorandum of Understanding