



WORLAND POLICE DEPARTMENT

100 NORTH 10TH STREET
WORLAND, WYOMING 82401
PHONE: (307)347-4253
FAX: (307)347-6110

CHIEF GABE R. ELLIOTT

CAPTAIN ZACK NEWTON
E-MAIL: znewton@pd.cityofworlandwy.gov

APPLICATION & INFORMATION PACKET

REVISED 05/18

WORLAND POLICE DEPARTMENT

FULL NAME: _____
FIRST NAME MIDDLE LAST

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE #: HOME: _____ CELL _____

EMAIL: _____

ARE YOU A UNITED STATES CITIZEN? YES _____ NO _____

ARE YOU AT LEAST 21 YEARS OF AGE? YES _____ NO _____

HAVE YOU READ AND DO YOU UNDERSTAND THE ENCLOSED DESCRIPTIONS OF THE ESSENTIAL JOB FUNCTIONS OF A POLICE OFFICER?
YES _____ NO _____

ARE YOU ABLE AND WILLING TO PERFORM ALL OF THE ESSENTIAL JOB FUNCTIONS OF A POLICE OFFICER? YES _____ NO _____

DO YOU POSSESS A VALID DRIVERS LICENSE? YES _____ NO _____

IN WHAT STATE DO YOU POSSESS A VALID DRIVERS LICENSE? _____

HAS YOUR DRIVING PRIVILEGE EVER BEEN SUSPENDED, CANCELED, OR REVOKED? YES _____ NO _____ IF YES, WHERE, WHEN, AND FOR WHAT REASON?

(Note: Answering "yes" to the above stated question does not automatically disqualify you from being employed with the Worland Police Department)

DO YOU HOLD A HIGH SCHOOL DIPLOMA OR G.E.D.?
YES _____ NO _____

EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT – LIST YOUR WORK HISTORY FOR THE PAST 4 YEARS WITH CURRENT OR MOST RECENT POSITION FIRST).

1) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

2) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

3) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

4.) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

5) NAME OF EMPLOYER OR FIRM _____ PHONE# () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE _____

DESCRIPTION OF DUTIES _____

REASON FOR LEAVING _____

RESIDENCY HISTORY (LIST YOUR RESIDENCY FOR THE PAST 4 YEARS, INCLUDING THE DATES AT EACH RESIDENCE, CURRENT OR MOST RECENT ADDRESS FIRST).

EMPLOYMENT REFERENCES (LIST 3 PREVIOUS SUPERVISORS OR CO-WORKERS WHOM WE CAN CONTACT)

1) NAME _____ PHONE # () _____ - _____
COMPANY NAME _____
RELATIONSHIP TO YOU: SUPERVISOR _____ CO-WORKER _____

2) NAME _____ PHONE # () _____ - _____
COMPANY NAME _____
RELATIONSHIP TO YOU: SUPERVISOR _____ CO-WORKER _____

3) NAME _____ PHONE # () _____ - _____
COMPANY NAME _____
RELATIONSHIP TO YOU: SUPERVISOR _____ CO-WORKER _____

PERSONAL REFERENCES (LIST 3 REFERENCES OTHER THAN RELATIVES)

1) NAME _____ PHONE () _____ - _____
ADDRESS _____

2) NAME _____ PHONE () _____ - _____
ADDRESS _____

3) NAME _____ PHONE () _____ - _____
ADDRESS _____

ESSENTIAL JOB FUNCTIONS OF A POLICE OFFICER

THE WORK OF THE COMMISSIONED PEACE OFFICER INVOLVES RESPONSIBILITY FOR THE PROTECTION OF LIFE AND PROPERTY, PREVENTION OF CRIME, APPREHENSION OF CRIMINALS AND THE ENFORCEMENT OF LAWS AND ORDINANCES. DUTIES NORMALLY CONSIST OF PATROL, INVESTIGATIONS, AND TRAFFIC REGULATIONS. OFFICERS MAY ALSO BE ASSIGNED DUTIES AS DETECTIVE, COURT SECURITY OFFICERS, CRIME PREVENTION OFFICERS, DEPARTMENT TRAINING OFFICERS, EVIDENCE TECHNICIANS, FIELD TRAINING OFFICERS, FIREARMS INSTRUCTORS, HOSTAGE NEGOTIATORS, SPECIAL RESPONSE TEAM MEMBERS, AND OTHER SPECIALIZED ASSIGNMENTS. OFFICERS MUST BE ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS UNASSISTED, AND AT A PACE AND LEVEL OF PERFORMANCE CONSISTENT WITH THE ACTUAL JOB REQUIREMENTS. THE ESSENTIAL DUTIES, RESPONSIBILITIES, AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- PERFORM PREVENTATIVE PATROL TO INCLUDE OPERATING A VEHICLE DURING BOTH DAY AND NIGHT, IN EMERGENCY SITUATIONS.
- BECOME AND REMAIN FAMILIAR WITH THE GEOGRAPHIC LOCATIONS, KNOWN OFFENDERS, NEIGHBORHOOD ROUTINES, AND POTENTIAL PROBLEM AREAS.
- INVESTIGATE COMPLAINTS, AND MAKE APPROPRIATE DECISIONS WHEN DOING SO.
- DETECT AND INVESTIGATE VIOLATIONS OF THE LAWS AND ORDINANCES.
- CONDUCT INTERVIEWS AND INTERROGATIONS, AND FOLLOW UP WITH THE INVESTIGATIONS.
- IDENTIFY, COLLECT, PROCESS, PACKAGE, AND LOG EVIDENCE.
- CONDUCT SEARCHES OF PERSONS, VEHICLES, BUILDINGS, AND RESIDENCES.
- PHYSICALLY SUBDUE RESISTIVE SUSPECTS.
- PREPARE CLEAR, ACCURATE, AND SATISFACTORY REPORTS IN AN EFFICIENT TIME FRAME.
- PROVIDE FIRST AID AND CPR WHEN NECESSARY.
- INVESTIGATE ANIMAL COMPLAINTS.
- FUNCTION ADEQUATELY IN THE PRESENCE OF INCLEMENT WEATHER, TO INCLUDE EXTREME HEAT/COLD, RAIN, SNOW, WIND, ETC., AND FUNCTION IN VARIOUS LIGHT CONDITIONS.
- PERFORM DUTIES IN THE FACE OF DANGER, INCLUDING; CONFRONTING ARMED SUSPECTS, INDIVIDUALS WITH CONTAGIOUS/COMMUNICABLE DISEASES, AND HAZARDS ASSOCIATED WITH EMERGENCY VEHICLE OPERATIONS.
- DEMONSTRATE THE ABILITY TO BECOME PROFICIENT WITH VARIOUS TYPES OF FIREARMS, INCLUDING LESS LETHAL WEAPONS.
- BE WILLING TO USE DEADLY FORCE IF NECESSARY.
- DISCERN COLORS AS THEY ARE APPLIED IN TRAFFIC SAFETY SITUATIONS.
- COMMUNICATE EFFECTIVELY IN VARIOUS TYPES OF SITUATIONS, INCLUDING RADIO COMMUNICATIONS.

POLICE OFFICER APPLICATION REQUIREMENTS

CANDIDATES FOR THE WORLAND POLICE DEPARTMENT MUST:

- BE A UNITED STATES CITIZEN.
- BE A HIGH SCHOOL GRADUATE OR POSSESS EVIDENCE OF AND EQUIVALENT ACHIEVEMENT (GED)
- POSSESS A VALID DRIVERS LICENSE, (MUST MEET THE STANDARDS OF THE CITY OF WORLAND'S INSURANCE COVERAGE.)
- BE OF GOOD MORAL CHARACTER AS DETERMINED BY A THOROUGH BACKGROUND INVESTIGATION.
- BE FREE OF ANY PHYSICAL, EMOTIONAL, OR MENTAL CONDITION, WHICH WOULD ADVERSELY AFFECT THE PERFORMANCE OF THE DUTIES OF A PEACE OFFICER AS, DETERMINED BY A COMPLETE MEDICAL EXAMINATION AND COMPREHENSIVE PSYCHOLOGICAL TESTING.
- PASS A HEALTH BASED PHYSICAL FITNESS ASSESSMENT.
- **PASS THE PEACE OFFICER ENTRY LEVEL EXAMINATION.** A MINIMUM SCORE OF 70% IS REQUIRED ON EACH CATEGORY:
 - 1) BASIC ARITHMETIC SKILLS
 - 2) READING COMPREHENSION
 - 3) SPELLING, GRAMMAR, AND PUNCTUATION
 - 4) WRITING SKILLS

YOU MUST FIRST PASS THE ENTRY LEVEL EXAM BEFORE YOUR APPLICATION WILL BE ACCEPTED FOR PROCESSING (CURRENTLY CERTIFIED PEACE OFFICERS ARE EXEMPT FROM THIS PORTION OF THE TESTING). THE EXAM IS ADMINISTERED BY THE WYOMING PEACE OFFICERS STANDARDS AND TRAINING COMMISSION (POST), AT 1710 PACIFIC AVENUE, CHEYENNE, WYOMING 82001. CONTACT POST STAFF AT (307)777-6619 FOR ADDITIONAL INFORMATION REGARDING TESTING PROCEDURES, TESTING DATES, AND LOCATIONS.

UPON SUCCESSFULLY COMPLETING THE ENTRY LEVEL EXAM, COMPLETE THE INITIAL EMPLOYMENT APPLICATION, ATTACH A COPY OF YOUR ENTRY LEVEL EXAM TEST SCORES, AND RETURN YOUR APPLICATION TO THE WORLAND POLICE DEPARTMENT. YOU MAY ALSO ATTACH A RESUME WITH YOUR APPLICATION IF YOU WISH, BUT IT IS NOT REQUIRED.

THOSE CANDIDATES SELECTED WILL THEN BE SCHEDULED TO ATTEND A TESTING PROCESS. TESTING WILL BEGIN WITH A PHYSICAL FITNESS EVALUATION (WYOMING LAW ENFORCEMENT ACADEMY PHYSICAL FITNESS STANDARDS), CONSISTING OF THREE BASIC TESTS; 1 MINUTE SIT-UP, 1 MINUTE PUSH-UP, AND A 12 MINUTE WALK/RUN. CANDIDATES THAT ARE CURRENTLY CERTIFIED PEACE OFFICERS IN GOOD STANDING, ARE NOT REQUIRED TO COMPLETE THIS PORTION OF THE TESTING; HOWEVER, THEY ARE ENCOURAGED TO DO SO, AS A DEMONSTRATION OF THEIR OVERALL PHYSICAL ABILITIES.

CANDIDATES THAT SUCCESSFULLY COMPLETE THE FITNESS TESTING MAY MOVE ON TO ADDITIONAL TESTING, AND THEN THE ORAL INTERVIEW BOARD. SUCCESSFUL CANDIDATES WILL ADVANCE TO THE ELGIBILITY LIST, WHERE THE CANDIDATE WILL BE CONSIDERED FOR EMPLOYMENT. THE CHIEF OF POLICE MAY MAKE A CONDITIONAL OFFER OF EMPLOYMENT AT HIS DISCRETION AND WITH THE RECOMMENDATIONS FROM THE TEST ADMINISTRATOR(S). THOSE CANDIDATES THAT ARE OFFERED A CONDITIONAL OFFER OF EMPLOYMENT WILL BE HIRED IF THEY PASS THE REMAINING REQUIREMENTS FOR EMPLOYMENT WHICH INCLUDE;

- BACKGROUND INVESTIGATION
- PSYCHOLOGICAL EXAMINATION
- MEDICAL EXAMINATION
- PRE-EMPLOYMENT POLYGRAPH OR VOICE STRESS ANALYZER
- DRIVERS RECORD CHECK
- CRIMINAL HISTORY CHECK
- CREDIT HISTORY
- OTHER

THOSE WHO HAVE BEEN OFFERED A CONDITIONAL OFFER OF EMPLOYMENT ARE REQUIRED TO PROVIDE THE WORLAND P.D. COPIES OF THE FOLLOWING APPLICABLE DOCUMENTS:

- BIRTH CERTIFICATE
- MARRIAGE CERTIFICATE
- DIVORCE DECREE
- HIGH SCHOOL DIPLOMA OR GED CERTIFICATE
- COLLEGE DEGREE
- COLLEGE TRANSCRIPTS
- MILITARY RECORDS (DD214)
- SOCIAL SECURITY CARD
- DRIVERS LICENSE
- PHOTOGRAPH – A FULL FACE PHOTO OF YOURSELF THAT HAS BEEN TAKEN WITHIN THE LAST 3 MONTHS (3”X4”).
- OTHER

NEWLY HIRED OFFICERS WILL BE ON PROBATION UNTIL THEY HAVE COMPLETED THE FOLLOWING:

- WLEA PEACE OFFICER BASIC
- WPD FIELD TRAINING PROGRAM
- A MINIMUM OF 12 MONTHS OF SATISFACTORY EMPLOYMENT WITH THE CITY OF WORLAND

NOTE:

SOME EMPLOYMENT REQUIREMENTS MAY BE WAIVED FOR APPLICANTS WITH CURRENT LAW ENFORCEMENT CERTIFICATIONS IN THE UNITED STATES. LATERAL ENTRY IS ALSO ALLOWED AND IS BASED ON YEARS OF SERVICE AS A PEACE OFFICER. CANDIDATES WITH NO LESS THAN 5 YEARS POLICE EXPERIENCE MAY BE EMPLOYED AT A HIGHER SALARY POSITION THAN A NORMAL STARTING SALARY. THE FINAL DECISION CONCERNING THE REQUEST FOR LATERAL ENTRY WILL BE MADE BY THE CHIEF OF POLICE.

POLICE OFFICER SALARY AND BENEFITS

THE CITY CURRENTLY PAYS THE FULL AMOUNT OF GROUP HEALTH MEDICAL, VISION AND DENTAL INSURANCE FOR PERMANENT, FULL TIME EMPLOYEES AND THEIR DEPENDANTS.

DEFERRED COMPENSATION PLANS ARE ALSO AVAILABLE THROUGH THE CITY AND STATE OF WYOMING SHOULD YOU ELECT TO INVEST IN STOCKS, BONDS, MONEY MARKETS, SAVINGS PLANS, ETC.

AFTER 6 MONTHS OF SERVICE, EMPLOYEES WILL EARN AND BE ELIGIBLE FOR 40 HOURS OF SICK LEAVE. AFTER ONE YEAR OF CONTINUOUS SERVICE, THE EMPLOYEE WILL EARN AND BE ELIGIBLE FOR AN ADDITIONAL 40 HOURS OF SICK LEAVE. FOR EACH MONTH FOLLOWING THE FIRST YEAR OF CONTINUOUS SERVICE THE EMPLOYEE WILL ACCRUE 8 HOURS OF SICK LEAVE PER MONTH.

THE CITY PRESENTLY OBSERVES 12 HOLIDAYS PER YEAR. THE EMPLOYEE WILL BE GRANTED 8 HOURS OF HOLIDAY PAY IF THEY DO NOT WORK THE HOLIDAY. AN EMPLOYEE WHO WORKS ON THE HOLIDAY, WILL EARN 1 ½ TIME THEIR HOURLY RATE FOR HOURS WORKED UP TO 8 HOURS.

THE WORLAND POLICE DEPARTMENT CURRENTLY WORK 12 HOUR SHIFTS, WITH A FOUR ON THREE OFF SCHEDULE ONE WEEK, AND THREE ON FOUR OFF THE FOLLOWING WEEK.

AFTER THE FIRST YEAR OF SERVICE THE EMPLOYEE WILL ACCRUE 40 HOURS OF VACATION LEAVE. THEREAFTER, THE EMPLOYEE WILL ACCUMULATE VACATION ON A GRADUATED ACCRUAL BASIS.

THE CITY WILL PROVIDE UNIFORM PANTS, SHIRTS, COATS, BODY ARMOR, AND SIDEARMS. OFFICERS ARE REQUIRED TO PROVIDE THEIR OWN FOOTWEAR, DUTY BELT, HOLSTER, MAG POUCH, AND CUFF CASE(S).

PHYSICAL FITNESS STANDARDS

MINIMUM ENTRY LEVEL (25%) **FEMALE**

AGE	20-29	30-34	35-39	40-44	45-49	50-54	55-59
1 MINUTE SIT-UP	28	21	18	16	13	11	7
1 MINUTE PUSH-UP	19	14	11	9	9	8	5
12 MINUTE RUN/WALK	1.17 MILES	1.13	1.11	1.09	1.05	1.01	.98

MINIMUM ENTRY LEVEL (25%) **MALE**

AGE	20-29	30-34	35-39	40-44	45-49	50-54	55-59
1 MINUTE SIT-UP	34	31	28	26	23	20	17
1 MINUTE PUSH-UP	24	19	16	13	11	9	8
12 MINUTE RUN/WALK	1.37 MILES	1.33	1.29	1.25	1.21	1.17	1.12

PLEASE SUBMIT YOUR APPLICATION TO:

**WORLAND POLICE DEPARTMENT
ATTN: CAPTAIN ZACK NEWTON
100 NORTH 10TH ST.
WORLAND, WYOMING 82401**

CONTACT CAPT. ZACK NEWTON IF YOU HAVE ANY QUESTIONS OR
CONCERNS.

znewton@pd.cityofworlandwy.gov

(307)347-4253