



WORLAND POLICE DEPARTMENT

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

CHIEF GABE R. ELLIOTT

APPLICATION & INFORMATION PACKET

ORDINANCE OFFICER

9/20

WORLAND POLICE DEPARTMENT

FULL NAME: _____
FIRST NAME MIDDLE LAST

LIST ALL OTHER NAMES YOU HAVE USED, INCLUDING NICKNAMES,
MONIKERS, OR LEGAL NAME CHANGES:

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE #: HOME: _____ CELL _____

EMAIL ADDRESS: _____

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 AN ORDINANCE
OFFICER?

YES _____ NO _____

ARE YOU ABLE AND WILLING TO PERFORM ALL OF THE ESSENTIAL JOB
FUNCTIONS OF AN ORDINANCE 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" does not automatically disqualify you for employment.

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 _____

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 _____

PLEASE SUBMIT YOUR APPLICATION TO:

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

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

znewton@pd.cityofworlandwy.gov

(307)347-4253

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GENERAL PURPOSE

PERFORMS A VARIETY OF WORK ASSIGNMENTS AND DUTIES RELATED TO THE ENFORCEMENT OF LOCAL ANIMAL CONTROL LAWS, ORDINANCES, AND MUNICIPAL CODES. PATROLS THE CITY AND INVESTIGATES COMPLAINTS TO DETERMINE ANIMAL ORDINANCE VIOLATIONS, CITY CODE VIOLATIONS, AND PREMISE VIOLATIONS. ISSUES CITATIONS OR WARNINGS FOR VIOLATIONS WHEN NECESSARY

SUPERVISION

WORKS UNDER THE GENERAL SUPERVISION OF POLICE SERGEANTS, CAPTAIN, AND/OR POLICE CHIEF.

ESSENTIAL FUNCTIONS

ANIMAL CONTROL

PERFORMS DAY TO DAY FIELD ACTIVITIES OF ANIMAL CONTROL AND ENFORCEMENT OF CITY ANIMAL ORDINANCES RELATED TO LEASH LAWS, LICENSING, ANIMAL CRUELTY, AGGRESSIVE ANIMALS, ANIMAL DISTURBANCES; IDENTIFYING OWNERS AND FACILITATE PROFESSIONAL COMPLIANCE WITH CITY ORDINANCES. DEVELOPS AND DELIVERS PUBLIC EDUCATION PROGRAMS AS NEEDED OR DIRECTED TO INFORM THE PUBLIC ABOUT LOCAL ORDINANCES AND CODES.

PREPARES REPORTS REGARDING ANIMAL ORDINANCE VIOLATIONS WHICH WILL BE REQUIRED TO TESTIFY IN COURT PROCEEDINGS.

CODE ENFORCEMENT

ADVISES PROPERTY OWNERS, BUILDERS, CONTRACTORS, ARCHITECTS, AND DEVELOPERS AS NEEDED OF CONCERNS AND POTENTIAL VIOLATIONS; OBTAINS FACTS NECESSARY TO DETERMINE THE PROPER COURSE OF ACTION; COORDINATES AND MONITORS SOLUTIONS.

CONDUCTS FIELD INVESTIGATIONS AND PROPERTY/ALLEY INSPECTIONS TO DETERMINE THE EXTENT OF VIOLATIONS; COORDINATES CODE ENFORCEMENT ACTIVITIES WITH OTHER CITY DEPARTMENTS AS NECESSARY. WORKS CLOSELY WITH THE BUILDING DEPARTMENT REGARDING THE INTERPRETATION AND ENFORCEMENT OF CODES. ASSISTS IN DEVELOPING POLICIES, AND CHANGES IN REGARDS TO MODIFICATIONS TO ORDINANCES WHEN NEEDED.

ENFORCES PARKING REGULATIONS IN STREETS AND ALLEYS. INCLUDING HANDICAP ZONES, FIRE PLUGS, DRIVEWAYS, DUMPSTER OBSTRUCTIONS, SCHOOL ZONE VIOLATIONS, NOISE ORDINANCES, ETC.; ISSUES CITATIONS AS NEEDED.

COMPLETES COMPREHENSIVE REPORTS OF DAILY ACTIVITIES AND ENFORCEMENT ACTIONS; PREPARES FOR COURT CASES AND TESTIFIES IN COURT WHEN REQUIRED.

COMMUNITY SERVICE

PROVIDES ESCORT SERVICES FOR FUNERAL PROCESSIONS, PARADES, AND RELATED PUBLIC EVENTS; ASSISTS FIRST RESPONDERS IN PROVIDING TRAFFIC CONTROL AT ACCIDENT SCENES WHEN NEEDED; ASSISTS WITH SCHOOL CROSSINGS WHEN NEEDED.

JOB REQUIREMENTS

KNOWLEDGE

KNOWLEDGE OF APPLICABLE FEDERAL, STATE AND CITY LAWS; KNOWLEDGE OF ORDINANCES AND DEPARTMENTAL RULES AND REGULATIONS; LOCAL ANIMAL CONTROL ORDINANCES; LOCAL GEOGRAPHY; OPERATION OF MOTORIZED VEHICLES; BASIC ANIMAL CARE, HUMAN RELATIONS AND INTERPERSONAL COMMUNICATIONS TECHNIQUES, RECORD KEEPING AND INVENTORY CONTROL PROCEDURES, TRAINING METHODS AND PROFESSIONAL DOCUMENTATION SKILLS.

ABILITY TO DEAL EFFECTIVELY WITH HAZARDS AND STRESS RELATED TO PUBLIC SAFETY DUTIES AND ANIMAL CONTROL; MAINTAIN ACCURATE RECORDS; BE COURTEOUS YET FIRM WITH THE PUBLIC WHEN NEEDED; DEVELOP EFFECTIVE WORKING RELATIONSHIPS WITH THE PUBLIC AND CO-WORKERS; USE DISCRETION AND GOOD JUDGMENT; FOLLOW WRITTEN AND VERBAL INSTRUCTIONS; OPERATE A TWO-WAY RADIO; UNDERSTAND COMMON RADIO PROCEDURES; LEARN ORDINANCES AND CODES IN A TIMELY MANNER; WORK IN AN ENVIRONMENT WHERE EXPOSURE TO ALL WEATHER CONDITIONS WOULD BE EXPECTED; SOME PHYSICAL LABOR INVOLVING THE CAPTURE OF ANIMALS, AND LIFTING OF CAGES.

WORK HOURS

THE ORDINANCE OFFICER WILL BE REQUIRED TO WORK 40 HOURS PER WEEK AND WILL NOT EXCEED THOSE HOURS. THE DEPARTMENT WILL HAVE A SUMMER AND WINTER WORK SCHEDULE. THE WORK SCHEDULE MAY BE ADJUSTED TO MEET THE NEEDS OF THE CITY AT THE DISCRETION OF THE CHIEF OF POLICE TO INCLUDE ADJUSTING THE TIME OF DAY FOR THE SHIFT AS WELL AS ADJUSTING THE DAYS OF THE WEEK.

SUMMER SCHEDULE – APRIL 1ST TO SEPTEMBER 31ST

WINTER SCHEDULE - OCTOBER 1ST TO MARCH 31ST

MINIMUM QUALIFICATIONS

- * BE A UNITED STATES CITIZEN
- * MUST BE 21 YEARS OF AGE
- * HIGH SCHOOL DIPLOMA OR POSSESS EVIDENCE OF 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 AN ORDINANCE OFFICER.