



The **City of Gillette, Wyoming**  
is seeking dedicated individuals to serve as the City's

## **POLICE OFFICER**

**\$24.33 - \$31.28 / HOUR**  
PLUS AN EXCELLENT BENEFITS PACKAGE

NOW ACCEPTING APPLICATIONS



## CITY OF GILLETTE

The City is a stable organization in excellent financial health with many long-term, dedicated employees.

### THE COMMUNITY

The City of Gillette is the third largest City in Wyoming with a population of approximately 30,560 and is located in the northeast corner of Wyoming. The City is situated on the rolling plains of the Powder River Basin between the Black Hills of South Dakota and the Big Horn Mountains of Wyoming.

Gillette is a progressive community that continues to pursue opportunities for growth through annexation and new development.

Gillette is a family-oriented community with excellent schools. Rich in Western history and tradition, the City boasts numerous parks and offers recreational activities such as swimming, golfing, tennis, fishing and auto racing. The City is the home of the *Cam-Plex Multi Events Center*, providing events such as theatre, concerts, trade shows, rodeo, stock shows, roping and craft fairs. The City is also home to the *Energy Capital Sports Complex*, Wyoming's premier softball facility. Gillette is a major regional center for medical and health services, and education, offering a two-year college, as well as a technical training college.

Known as the "Energy Capital of the Nation," Gillette's energy economy provides an excellent quality of life with many career and employment opportunities. Rich in natural resources, the mineral industry and supporting manufacturers dominate the economy.

Wyoming has **NO** state income tax and the City has a very low 5% sales tax.

### MINIMUM QUALIFICATIONS

- High school diploma, GED or equivalent.
- Candidates must be 21 years of age at time of hire.
- Must possess at the time of application and must maintain a valid Driver's License.
- Vision: 20/20 Corrected.

### NATURE/PURPOSE OF WORK

Under general supervision, undertakes and performs a variety of law enforcement work associated with patrol, traffic enforcement, investigations and/or special assignment.

## EXAMPLES OF PRIMARY DUTIES

As required, serves in one or more major areas of assignment. Patrols an assigned area of the City in a radio-equipped vehicle. Checks businesses/residences to prevent criminal activities. Enforces state and municipal laws/ordinances. Issues citations. Responds to calls involving assaults, fights, domestic disturbances, and other criminal activities/civil complaints. Secures the scene. Conducts preliminary investigations.

Arrests, questions and transports suspects and/or persons with outstanding arrest warrants to jail facilities. Processes prisoners into jail. Prepares incident reports. Secures/investigates crime scenes. May assist in the collection, preservation and handling of physical evidence and property. Interviews/interrogates victims, suspect(s) and witnesses. Gathers evidence and verifies information pertinent to the investigation and resolution of a variety of criminal incidents.

As required, preserves/documents crime scene using a variety of technical equipment, techniques and procedures. Processes the scene for fingerprints. Sketches the crime scene. Prepares reports, complaints and affidavits, obtains and executes search and arrest warrants, and other related documents. Testifies in court. Presents evidence/sworn testimony regarding the investigative process and facts of the case.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of applicable city, county, state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the City's and the department's policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of court process and legal terminology.
- Knowledge of the principles, trends and practices of modern law enforcement.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Skill in the use of assigned weapons.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relations with co-workers, other City employees, representatives from other city, county, state and/or federal agencies, the news media, general public and/or others having business with the City of Gillette.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software and operating systems/applications.

## ADDITIONAL REQUIREMENTS

- Must obtain within one (1) year of employment and must maintain State of Wyoming Police Officer Standards and Training (POST) certification.
- May be required to meet physical conditioning standards required by assignment. May be required to lift, drag and/or carry heavy, bulky supplies, materials and/or other items weighing up to 200 pounds.
- May be exposed to potential physical harm, dangerous machinery, infectious diseases, hazardous chemicals, extreme weather conditions and potentially high stress levels.
- May be required to work a rotating shift schedule.
- May be subject to call out and/or call-back.

## TESTING PROCESS

Qualified applicants selected for testing must successfully complete each of the following progressive steps in order to move forward in the recruitment process:

- Physical Fitness Test
- Written Examination
- Oral Board
- Polygraph Examination
- Fingerprinting/Photograph
- Comprehensive Background Investigation
- Psychological Evaluation
- Medical Evaluation
- Drug Screen

## CAREER GROWTH OPPORTUNITIES

- K-9 Officer
- SWAT
- Bicycle Patrol
- Detectives
- DARE Officer
- Hostage Negotiator
- Crisis Negotiator
- Computer Investigator
- Arson Investigator
- Accident Investigator
- Firearm Instructor
- EVO Instructor
- Arrest and Control Instructor
- Laser/Radar Instructor
- CPR/First Aid Instructor
- School Resource Officer
- Narcotics Enforcement Team
- Polygraph Examiner
- Victim Services Program
- Crime Stoppers

## PERKS

- Fitness Room
- Take Home Vehicles
- Mobile Data Terminals in Vehicles
- AWD Vehicles

## COMPENSATION & BENEFITS

- \$24.33 - \$31.28/hour
- Medical insurance and prescription drug coverage
- Dental insurance
- Vision insurance
- Employee Assistance Program
- Employee Wellness Program
- Flexible Benefits Plan
- Term life insurance
- Short-term disability
- Long-term disability
- Deferred compensation (457)
- Wyoming Retirement System
- ICMA Retirement Corporation
- Vacation accrual per year
- 10 holidays per year
- 1 personal day per year
- Accrual of sick leave at 12 days per year
- Other ancillary benefits are available
- The City of Gillette participates in the *Veteran's Education & Training Program*.

## HOW TO APPLY

- Qualified candidates are strongly encouraged to apply immediately.
- To apply for this position, please complete a *City of Gillette Police Department Employment Application*.
- Please mail, fax, email or drop off your completed application to the City Human Resources department.

## CONTACT HUMAN RESOURCES

City of Gillette  
 Human Resources  
 201 East 5th Street  
 Gillette, Wyoming 82716  
 Phone: 307-686-5222  
 Fax: 307-685-8892  
 Email: [humr@gillettewy.gov](mailto:humr@gillettewy.gov)  
 Website: [www.gillettewy.gov/employ](http://www.gillettewy.gov/employ)

*The City of Gillette is an Equal Opportunity Employer.*

*The City of Gillette conducts Pre-Employment Drug Screenings.*