

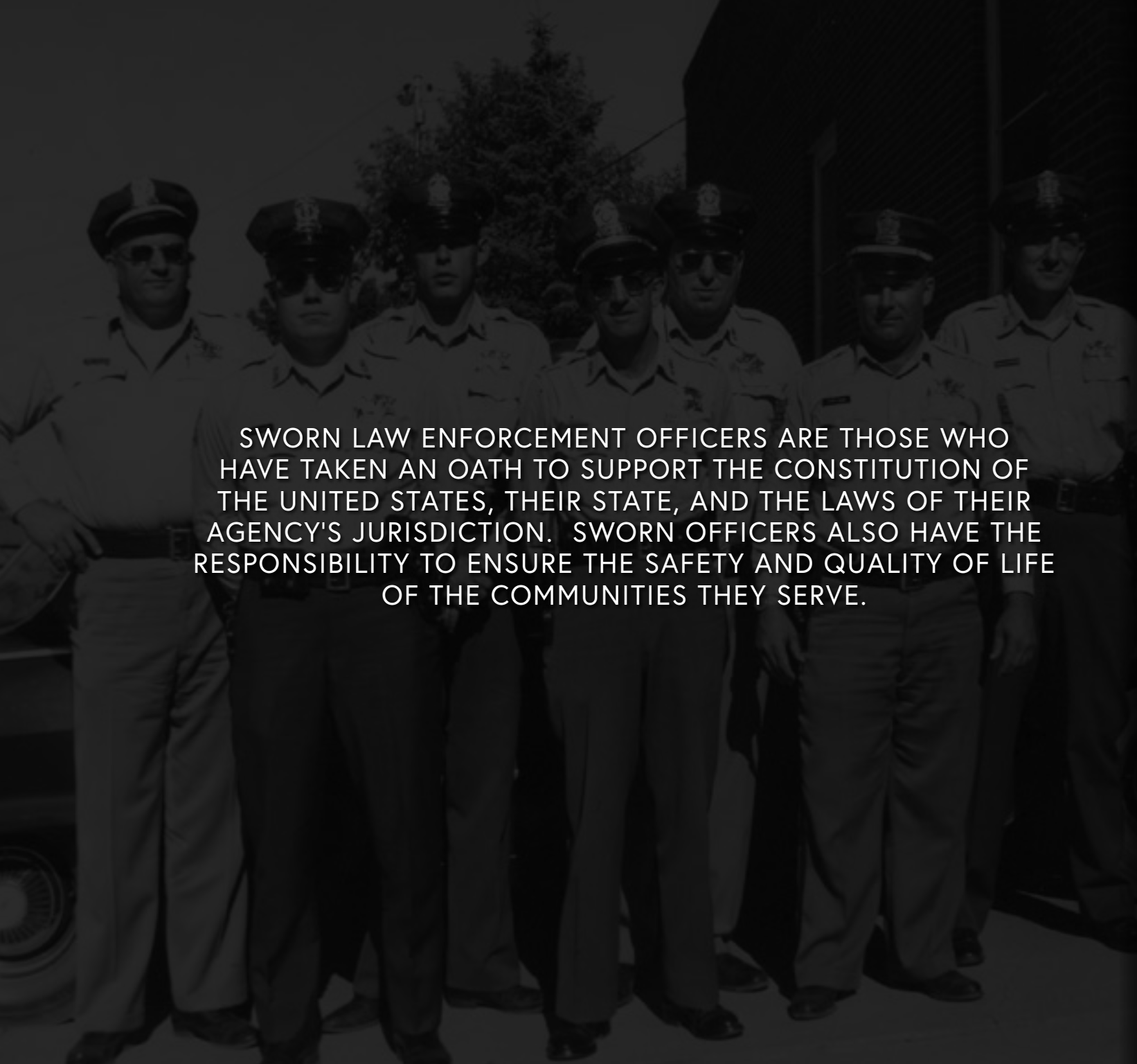
SERVICE WITH INTEGRITY



www.gillettewy.gov



NOW HIRING



SWORN LAW ENFORCEMENT OFFICERS ARE THOSE WHO HAVE TAKEN AN OATH TO SUPPORT THE CONSTITUTION OF THE UNITED STATES, THEIR STATE, AND THE LAWS OF THEIR AGENCY'S JURISDICTION. SWORN OFFICERS ALSO HAVE THE RESPONSIBILITY TO ENSURE THE SAFETY AND QUALITY OF LIFE OF THE COMMUNITIES THEY SERVE.

TABLE OF CONTENTS

<u>About the Department.....</u>	<u>1-4</u>
<u>Qualifications.....</u>	<u>5-6</u>
<u>Community Involvement.....</u>	<u>7-8</u>
<u>Benefits</u>	<u>9-10</u>
<u>Location.....</u>	<u>11-14</u>
<u>Special Assignment</u>	<u>15-16</u>
<u>Contact.....</u>	<u>17-18</u>



SERVE & PROTECT

It is the mission of the Gillette Police Department to be a proactive police agency dedicated to excellence through quality customer service. We are committed to creating and maintaining active community partnerships and in assisting citizens in identifying and solving problems to improve the quality of life in our neighborhoods. We are dedicated to protecting life, property, and maintaining order while assuring fair and equal treatment to everyone.

United in a spirit of teamwork, the Gillette Police Department will be on the forefront of the law enforcement profession by employing the most effective methods in providing quality police services. Members of the police department will be leaders in initiating and maintaining positive relationships with neighborhoods, schools, businesses, and other members of our community.

We shall ensure quality customer service for everyone we serve by way of accountability and community involvement. We shall maintain a quality of professionalism for employees through training, development and education to assist with personal and career growth with a constant emphasis on innovation and involvement.



NATURE & PURPOSE OF THE WORK

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property.



EXAMPLES OF PRIMARY DUTIES

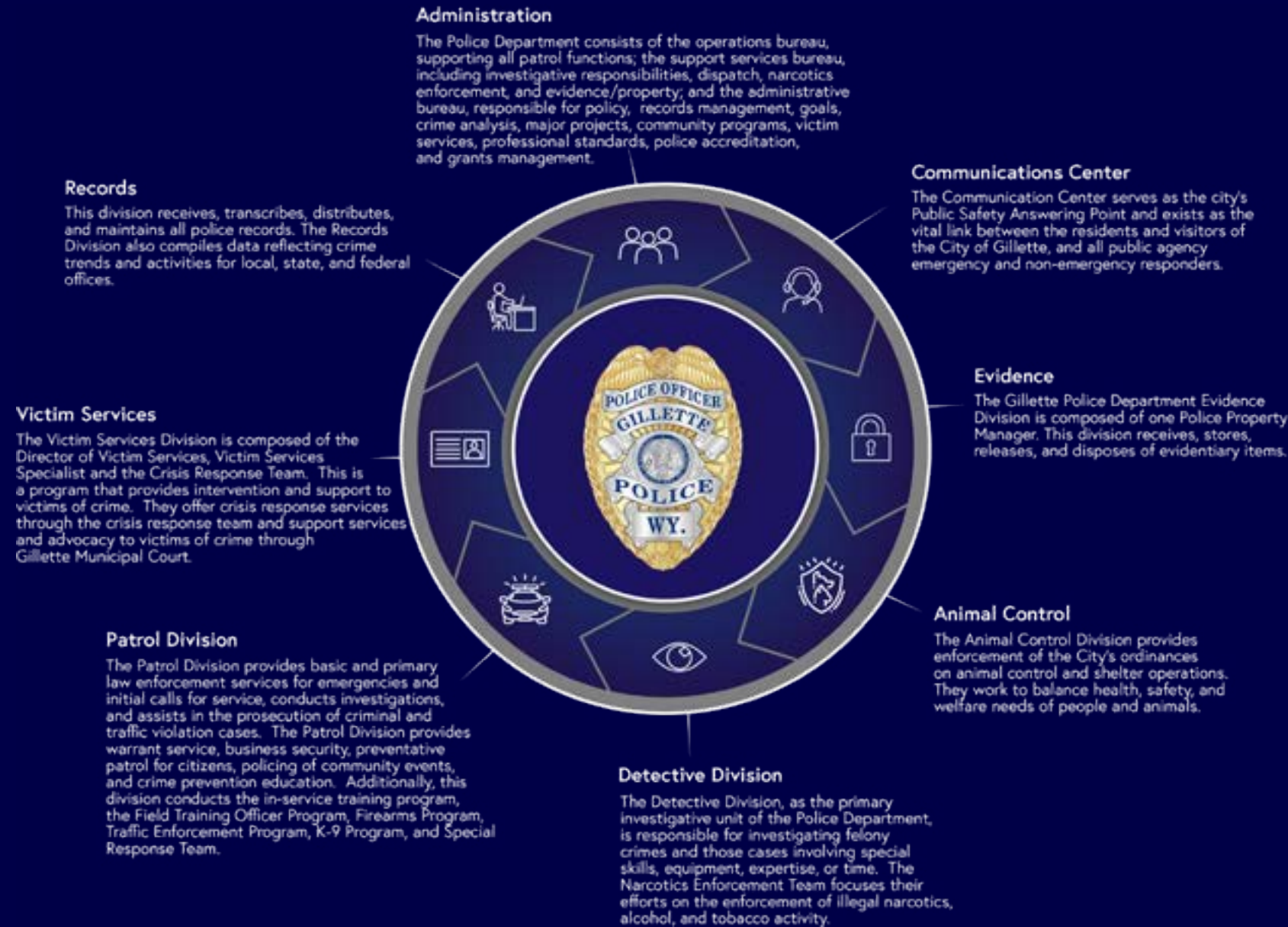
As required, serves in one or more major areas of assignment. Patrols an assigned area of the City in a radio-equipped vehicle. Checks businesses/residences to prevent criminal activities. Enforces state and municipal laws/ordinances. Issues citations. Responds to calls involving assaults, fights, domestic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



WITHIN THE DEPARTMENT



QUALIFICATIONS

The Gillette Police Department is large enough to offer many advantages found only in much larger communities, but is small enough for talent to be quickly recognized, appreciated, and rewarded.

The department is committed to training by offering in-services courses, advanced firearms courses, Wyoming Academy Training and Specialized Tactical Training. In addition to departmental opportunities there are also advancing opportunities like, lateral entry for certified officers, patrol cars equipped with rifles/mobile data terminals, take home vehicles, supervisory positions which include Corporal, Sergeant, and Captain. Intensive training focused with sixteen-week field training programs, and basic academy training or challenge exams for eligible recruits.

Opportunities that exist within the Department are:

- Patrol Officer (sworn)
- Detective (sworn)
- School Resource Officer (sworn)
- Community Service Officer (sworn)
- Evidence (sworn)
- Animal Control Officer
- Communications
- Secretarial
- Records
- Traffic Unit (sworn)
- Narcotics Enforcement Team (sworn)
- SRT (sworn)

MINIMUM QUALIFICATIONS:

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

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, city ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of geography and streets of the city.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

ADDITIONAL REQUIREMENTS OF SWORN OFFICERS

- 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 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 OF SWORN OFFICERS:

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
- Deception Examination
- Comprehensive Background Investigation
- Psychological Evaluation
- Medical Evaluation
- Drug Screen

COMMUNITY

COFFEE WITH A COP

The mission of Coffee with a Cop is to break down the barriers between police officers and the citizens they serve by removing agendas and allowing opportunities to ask questions, voice concerns, and to get to know the officers in your neighborhood.



SPECIAL OLYMPICS WYOMING LAW ENFORCEMENT TORCH RUN

The Law Enforcement Torch Run is the largest public awareness vehicle and grassroots fundraiser for Special Olympics. Funds raised through shirt sales provide year-round training and competition to more than 1,600 athletes.



SHOP WITH A COP

Shop with a Cop is an annual event where law enforcement shops with in-need children of the community. The Police Department has been involved with this program for over 30 years.



COMMUNITY

The Gillette Police Department is dedicated to being involved with the community to grow partnerships and relationships to better serve the residents of Gillette.

UNITED IN A SPIRIT OF TEAMWORK

With Our Community



GILLETTE
POLICE DEPARTMENT

SERVICE WITH INTEGRITY

BENEFITS

- Medical and prescription drug insurance
- 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
- MissionSquare 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.

PERKS

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

CAREER GROWTH OPPORTUNITIES

- K-9 Officer
- SWAT - SRT
- Bicycle Patrol
- Detectives
- DARE Officer
- Crisis/Hostage Negotiator
- Computer Forensic Investigator
- Arson Investigator
- Accident Investigator
- Firearm Instructor
- EVO Instructor
- Defensive Tactics Instructor
- Laser/Radar Instructor
- CPR/First Aid Instructor
- School Resource Officer
- Narcotics Enforcement Team
- Polygraph Examiner
- Victim Services Program
- Crime Stoppers
- Traffic Unit
- De-escalation/Crisis Intervention Team

[CLICK HERE FOR
SALARY & RETIREMENT
BENEFITS](#)

LOCATION

The City of Gillette is the third largest city in Wyoming with a population of approximately 32,857. Gillette is located in the Northeast corner of the state, surrounded by a diverse landscape of plains, mountain ranges and ranch communities. Interstate 90, Highways 14/16 and 59 all converge in Gillette, making it a hub for the region for tourists and travelers of industry.

There is no lack of wildlife, outdoor opportunities, restaurants, shopping, schools, medical facilities, parks and activities for the whole family in Gillette.

Gillette is known for the energy industry which supports the economic growth and makes it a thriving community. Gillette is a progressive community that continues to pursue opportunities for growth through annexation and new development.

Gillette's Population:

32,857

of
Gillette Schools:

24

Campbell County Square
Miles:

4,807

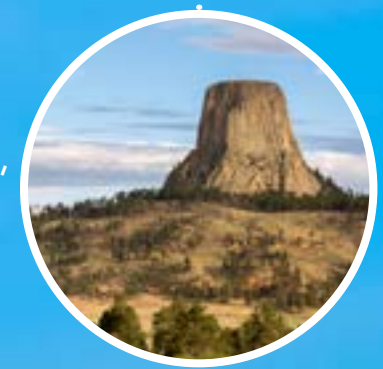
Local Amenities:

- > Dalbey Fishing Lake
- > McMannamen Park & Wetlands
- > Cam-Plex Multi-Event Center
- > Energy Capital Sports Complex
- > 40 City & Neighborhood Parks
- > Campbell County Recreation Center
- > Campbell County Public Library
- > Campbell County Memorial Hospital
- > Rockpile Museum
- > AVA Community Arts Center
- > Thriving downtown, shopping centers, restaurants and family friendly activities.

LOCATION

Miles to Devil's Tower
National Monument:

60



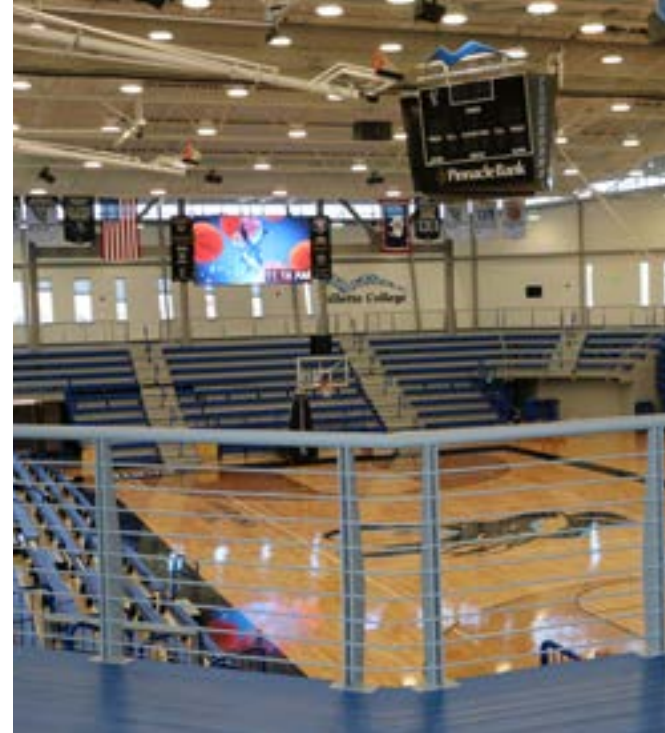
Miles to the Big Horn
Mountain Range:

70

LOCATION

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, and craft shows. The City is also home to the Energy Capital Sports Complex, Wyoming's premier sports 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. Wyoming has NO state income tax and the City has a very low 5% sales tax. Gillette is a family-oriented community with excellent schools.

HISTORICAL DOWNTOWN GILLETTE



GILLETTE COLLEGE PRONGHORN CENTER



CAMPBELL COUNTY RECREATION CENTER



CAMPBELL COUNTY MEMORIAL HOSPITAL

LOCATION




GILLETTE HAS TWO GOLF COURSES



ENERGY CAPITAL SPORTS COMPLEX

SPECIAL ASSIGNMENTS



The Gillette Police Department is large enough to offer you many advantages found only in much larger communities, but small enough for you and your talents to be quickly recognized, appreciated and rewarded.

The Gillette Police Department is committed to training, and offering its members in-service courses, advanced firearms courses, Wyoming Academy Training and Specialized Tactical Training.

There are opportunities for specialized training and assignments in over 20 fields.

SPECIAL ASSIGNMENTS

ASSIGNMENT AS A SCHOOL RESOURCE OFFICER

In addition to listed examples of primary duties, prepares classroom presentations and demonstrates how class subjects are applied in real life job/activities. Counsels students regarding personal, social, and/or legal issues. Investigates school crime. Is able to appropriately prioritize daily activities and workload while working effectively and efficiently with limited direct supervision.

ASSIGNMENT AS A DETECTIVE

In addition to listed examples of primary duties, locates and interviews suspects/witnesses. Conducts surveillance of suspects and/or locations. As assigned, conducts/performs undercover work. Prepares witnesses and victims for court appearances. Enforce narcotic, alcohol and tobacco statues and ordinances. Conducts compliance checks at licensed liquor establishments and restaurants and retailers selling tobacco. As assigned, conducts surveillance of suspects and/or locations, conducts/performs undercover work and assists with special investigations. Is able to appropriately prioritize daily activities and workload while working effectively and efficiently with limited direct supervision.

ASSIGNMENT AS A TACTICAL TEAM MEMBER

In addition to listed examples of primary duties, maintains proficiency in the use of specialized weapons and equipment. Cross-trains with other emergency response teams. Responds to crimes in progress. Resolves situations through negotiation or direct action.

ASSIGNMENT AS A TRAFFIC UNIT

In addition to listed examples of primary duties, Traffic Unit conducts high visibility, data driven traffic enforcement focused on reducing auto incidents and injuries.

ASSIGNMENT AS A K-9 HANDLER

In addition to listed examples of primary duties, works with and utilizes canine to perform searches for drugs and lost subjects, pursue and apprehend criminal suspects. Maintains custody of drugs used in training. Schedules regular veterinary examinations, grooming and inoculations for canine. Participates in public affairs programs.

Performs other duties as assigned or required.



CONTACT

CITY OF GILLETTE

HUMAN RESOURCES
201 EAST 5TH STREET • GILLETTE, WYOMING 82716
PHONE: 307-686-5222
FAX: 307-685-8892
EMAIL: HUMR@GILLETTEWY.GOV

WWW.GILLETTEWY.GOV





JOIN OUR TEAM

BENEFITS:

- Administered by Blue Cross Blue Shield of Wyoming, there is an option of a monthly premium with a 85/15 split for the Preferred Provider Organization or the 100% employer paid on the High Deductible Health Plan.
- With the Preferred Provider Organization, employees will be eligible to participate in a Flexible Spending Account. With the High Deductible Health Plan, employees will be eligible to participate in a Health Savings Account.

STARTING AT

DISPATCHER \$ 24.42/HR

POLICE \$ 29.10/HR

PLUS AN EXCELLENT BENEFITS PACKAGE

Contact Human Resources

201 East 5th Street · Gillette, WY 82716

P: 307-686-5222 · F: 307-685-8892

E: humr@gillettewy.gov

www.gillettewy.gov

- All regular full-time employees are required to participate in the Wyoming Retirement System Pension. For Police Officers and Dispatchers, the City pays the employer's contribution (8.6% of the employee's gross salary) as well as the employee's contribution (8.6% of the employee's gross salary). The total Police Officer and Dispatcher retirement contributions is currently 17.2%. The highest average salary is calculated by averaging your highest 60 months of continuous acceptable salary. The current benefit formula entitles you to 2.5 percent of your highest average salary for each year of service. Minimum years of service for retirement is 50%. Maximum years of service for retirement is 75%.





POLICE
GILLETTE

44

2786