

This brochure is intended to be a summary of the current benefits that are offered to full employees.

MEDICAL INSURANCE

Blue Cross Blue Shield of Wyoming provides medical insurance for City employees. The monthly premiums have an 85/15 split.

HIGH DEDUCTIBLE HEALTH PLAN

After meeting the deductible, the participant's co-pay amount is 10% until out-of-pocket maximum of \$6,900 per person per calendar year. Plan maximum out-of-pockets are \$6,900 for Single, \$13,800 for E+1 and \$13,800 for E+2 or more.

DENTAL INSURANCE

Delta Dental is the dental insurance provider for City employees. The monthly premiums have an 85/15 split.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City pays for up to six consultations per year, per episode, for each regular (full-time) employee and/or member(s) of the household.

FLEXIBLE BENEFITS PLAN

Section 125 allowing employees to set aside funds to pay for health or dependent care expenses on a "before-tax" basis.

BASIC GROUP TERM LIFE INSURANCE

The City provides regular full-time employees a life insurance benefit equal to the amount of their annual salary up to \$75,000 and in the event of death of a spouse or child (under the age of 19) coverage in the amount of \$2,000.

SUPPLEMENTAL LIFE INSURANCE

The City provides two optional supplemental life insurance policies. ING provides supplemental life insurance where premiums are based on the employee's age and elected benefit amount. Wyoming Retirement System provides a term supplemental life insurance that costs \$16 a month to all employees.

SHORT-TERM DISABILITY

Three levels of benefits are offered. Coverage Level based on 60% of weekly wage. (Optional-employee paid).

LONG-TERM DISABILITY

The City provides long-term disability to all regular employees who work 30 hours per week or more.

DEFERRED COMPENSATION

The City offers two optional 457 deferred compensation plans to all regular employees who work 30 hours per week or more. Wyoming Retirement Systems and ICMA are the two administrators of the deferred compensation plan.

RETIREMENT

For Police Officers and Dispatchers, the City pays the employer's contribution that amounts to 8.6% of the employee's gross salary as well as 8.6% of the employee's contribution. Total Police Officer and Dispatcher retirement contributions are currently 17.2%.

VACATION/SICK TIME

Employees who work at least 20 hours per week accrue vacation (12 days in the 1st year) and sick leave (12 days per year).

There are 10 paid holidays per year.

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



OTHER PERKS:

- Department Gym
- Wellness Program
- Take Home Vehicles
- AWD Vehicles
- Mobile Data Terminals in Vehicles

COMMUNITY INVOLVEMENT:



Police Officer



CITY OF GILLETTE

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POLICE OFFICER

\$26.47 to \$39.71 / Hour

Currently starting at \$29.10/Hour

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.

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. 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 situation through negotiation or direct action.

Assignment as a NET Officer: In addition to listed examples of primary duties, NET officers will initiate contacts, conduct uniformed enforcement activities and enforce narcotic, alcohol and tobacco statutes 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 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.

KNOWLEDGE, SKILLS AND ABILITY REQUIRED:

- 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.

MINIMUM QUALIFICATIONS:

- A high school diploma, GED or equivalent.
- Vision: 20/20 Corrected
- 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.

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

TO APPLY:

Please complete a
City of Gillette Police Department application,
available on the website at www.gillet tewy.gov/employ.

The City of Gillette conducts pre-employment drug screening.

The City of Gillette is an Equal Opportunity Employer.

This position is open until filled.