



CITY OF CASPER
 invites applications for the position of:
Police Officer

SALARY: \$27.03 - \$34.55 Hourly
 \$4,685.20 - \$5,988.67 Monthly
 \$56,222.40 - \$71,864.00 Annually

OPENING DATE: 03/24/22

CLOSING DATE: 05/16/22 12:00 AM

CLASS SUMMARY:



The Casper Police Department is dedicated to the protection and safety of **ourcommunity** through the highest standards of professionalism in police services.

ourcommunity
 protection · safety · professionalism

Next Testing Period - May 23rd

(location and times to be announced)

Apply directly through our website at: <https://casperwy.gov/>

Applicants are responsible for reviewing the testing information to get details on the testing dates, locations, and requirements. All communication about the testing process will be through the email address each applicant provides on his/her application.

Incumbents are responsible for responding to calls for service and enforcing local, State, and Federal statutes.

REPORTING STRUCTURE:

Receives general supervision from assigned Police Sergeant or higher-level supervisory and management staff.

This position is driving essential (see driving requirements).

Potential for sign-on bonus:

- Lateral Police Officer program pay depending on police experience
- Wyoming lateral Police Officers who meet certain criteria \$12,500 sign-on bonus

- **Out of state lateral Police Officers who meet certain criteria \$7,500 sign-on bonus**
- **Previous Wyoming Police Officers decertified through absence \$5,000 sign-on bonus**
- **Entry-level Police Officers one-time sign-on bonus of \$3,000**

[Total Compensation](#)
[Employee Benefits](#)

Learn more about our community:

<https://www.visitcasper.com/>

<https://casperwyoming.org/>

<https://choosecpr.com/>

TYPICAL CLASS ESSENTIAL DUTIES:

1. Patrols assigned area and responds to routine and complex emergency situations; assesses nature of situation and scene; and mediates disputes.
2. Explains and enforces applicable Federal, State, and local laws and ordinances.
3. Conducts preliminary investigations on all crimes/accidents, incidents, and any other criminal law violations.
4. Interviews witnesses, victims, suspects, and arrested persons to obtain pertinent information concerning accidents/crimes; and conducts searches.
5. Makes arrests or takes persons into custody by carrying out duties in conjunction with Federal, State, and local laws and ordinances
6. Enforces traffic laws; patrols or conducts stationary observation of traffic; utilizes radar to detect speed violations; stops suspicious vehicles for investigation; investigates accidents; issues warnings, citations, and arrests for violations; uses standard field sobriety tests to determine impairment.
7. Prepares accurate and timely reports including accident, arrest, and various administrative reports.
8. Gathers and preserves physical evidence.
9. Testifies in courtroom proceedings.
10. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
11. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

- Customer service principles.
- Proper English, including spelling, punctuation, and grammar.
- Modern office equipment and practices.

Abilities (position requirements at entry):

Ability to:

- Work a variety of shifts including weekends, nights, and holidays; subject to be on call as needed (must respond within 20 minutes).
- Learn local geography including street names, numbering systems, directional orientation, and major landmarks.
- Provide customer service.

- Act quickly and calmly in emergencies and stressful situations.
- Maintain proper use of vehicles, equipment, and apparatus including the use and care of firearms.
- Routinely demonstrate the City of Casper core values.
- Follow all City safety rules and procedures and immediately report all accidents/incidents or unsafe conditions to a supervisor.
- Prepare and maintain accurate records and reports.
- Maintain confidentiality.
- Analyze situations quickly and objectively and determine and take appropriate action.
- Learn standard broadcasting procedures of a police radio system.
- Comply with all training requirements.
- Prepare accurate and grammatically correct written reports.
- Learn and apply modern police practices and methods.
- Learn and apply department procedures, rules and regulations.
- Learn and apply applicable Federal and State laws, city ordinances, judicial rulings, and laws of arrest.
- Learn safety practices and procedures.
- Learn and apply recordkeeping principles.
- Learn to drive an emergency vehicle under hazardous and/or emergency conditions.
- Learn court and evidence procedures.
- Operate modern office equipment including body cameras, in-car video system, and specialized software systems.
- Learn and apply appropriate offensive and defensive weapons nomenclature and theory.
- Utilize self-defense tactics.
- Maintain a neat and professional appearance.
- Communicate effectively verbally and in writing.
- Follow written and verbal instructions and direction.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skills (position requirements at entry):**Skill in:**

- Communicating in a courteous, knowledgeable, and tactful manner with staff and the general public.
- Customer service.
- Oral and written communication, sufficient to exchange or convey effective information and to receive work direction.
- Operating modern office equipment, including computer software and operating systems/applications.

TRAINING, EXPERIENCE & CERTIFICATIONS:**EDUCATION and EXPERIENCE:**

- High school diploma or equivalent (G.E.D.) required.
- 21 years of age at the time of graduation from the Wyoming Law Enforcement Academy.

LICENSING and CERTIFICATIONS:

- Possession of, or ability to obtain, a valid Wyoming Driver's License within six (6) months of hire.
- Possession of, or ability to obtain, a Wyoming Peace Officer Standards & Training (POST) Certification, within twelve (12) months of hire.
- Must be legally qualified to possess and purchase a firearm.

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment subject to extensive background investigation, including polygraph and psychological examination. The successful candidate must pass a pre-employment drug screen test.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes. Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical and Environmental Conditions: City of Casper employees that perform safety sensitive tasks are subject to pre-employment and/or random drug testing. These tasks include, but may not be limited to:

- Emergency response/rescue
- Handling or working with hazardous materials, including chemicals as well as solid and liquid waste
- Operating or maintaining water and wastewater systems
- Maintaining City computer and data systems including networks, servers, communication systems, etc.
- Driving for the City of Casper, whether essential or non-essential
- Operating power-driven machinery or equipment
- Handling confidential information, including personnel, health, financial, or attorney-client information
- Working with or around children

Positions in this class typically require: balancing, stooping, climbing, scaling, crouching, reaching, standing, walking, running, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subjected to loud noises, light disturbance, workspace restrictions, dusts, odors, fumes, and chemicals. Incumbents may be subject to perform duties either indoors or outdoors and on uneven terrain, which may include extreme climate/weather conditions.

Incumbents may be subjected to exposure and risk in working with hostile, resistant, and unstable persons. The nature of duties involves constant mental and visual attention, and potential personal danger. Incumbents in this position will be in situations where they may experience critical/traumatic events and need to have the ability to quickly move between work spaces and/or facilities.

Driving Requirements: For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory: 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents); 2) A conviction within the previous 36 months of any of the following:

- Driving under the influence of drugs or alcohol;
- Leaving the scene of an accident;
- Fleeing to avoid arrest;
- Reckless Driving;
- Homicide or assault by motor vehicle;
- Driving without auto insurance;
- Driving on a suspended license;
- Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casperwy.gov>

Position #1132-07
POLICE OFFICER
HR

200 N. David - Human Resources
Suite 107
Casper, WY 82601
(307)235-8344
(307)235-8421

hrood@casperwy.gov

Police Officer Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
 - Some High School
 - High School Diploma or G.E.D.
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. I understand that I must be 21 years of age or older on the date of graduation from the Wyoming Law Enforcement Academy (WLEA).
 - I am UNDER 21 years of age and understand the age requirement at time of graduation
 - I am currently 21 years of age or older
- * 3. I understand that I must possess, or have the ability to possess, a Wyoming Peace Officer Standards & Training (P.O.S.T.) Certification, within twelve (12) months of hire.
 - Yes
 - No
- * 4. Are you currently a P.O.S.T certified law enforcement officer?
 - Yes, P.O.S.T. certified law enforcement officer (from Wyoming)
 - Yes, P.O.S.T. certified law enforcement officer (from another state)
 - No, I am not currently post certified
- 5. If you are not currently a P.O.S.T certified law enforcement officer, when did your certification expire?
 - I have never had a P.O.S.T. certification
 - My P.O.S.T. certification expired LESS than 12 months ago.
 - My P.O.S.T. certification expired MORE than 12 months ago.
 - I am currently P.O.S.T. certified
- * 6. Have you illegally used a controlled substance through injection into the body at any time in your life?
 - Yes
 - No
- * 7. When was the last time you used any illegal drugs (including marijuana or abused prescription drugs)?
 - 6 months to less than 1 year ago
 - 1 year to less than 2 years ago
 - 2 years to less than 3 years ago
 - 3 years to less than 4 years ago
 - 4 or more years ago
 - I have never used any illegal drug or abused prescription drugs
- * 8. Have you ever been convicted of a crime involving domestic violence?

- Yes
 No
- * 9. Are you presently subjected by order pursuant to domestic violence or restraining order which prohibits you from possessing a firearm?
 Yes
 No
- * 10. As an adult, have you ever obtained illegal, controlled substances through illegal use of a prescription(s)?
 Yes
 No
- * 11. Do you have recent or an ongoing affiliation with and/or support of, an organization or group which advocates the violent overthrow of the United States Government or whose professed goals are contrary to the interests of public safety & welfare?
 Yes
 No
- * 12. Have you ever had a DUI conviction or refused to take a breathalyzer/blood field test for suspicion?
 Yes, less than 6 months ago.
 Yes, 6 months to less than 1 year ago
 Yes, 1 year to less than 2 years ago
 Yes, 2 years to less than 3 years ago
 Yes, over 3 years
 No, I have never had a DUI conviction or refused to take a breathalyzer/blood field test for suspicion
- * 13. Do you have any felony convictions?
 Yes
 No
- * 14. Have you ever lied under oath?
 Yes
 No
- * 15. Have you ever failed a law enforcement pre-employment polygraph?
 Yes
 No
- * 16. Are you eligible to legally possess a firearm?
 Yes
 No
- * 17. Do you currently possess a valid Wyoming driver's license?
 Yes
 No
 No, but I have the ability to obtain within 12 months of hire.
- * Required Question