



## Recruitment Profile

# PATROL OFFICER

The Patrol Officer for the City of Douglas will be a motivated individual with good interpersonal skills working in a Community Oriented Policing environment enjoying excellent working relationships with citizens and businesses.

**Preferred Skills & Abilities:** Ability to analyze situations quickly and objectively and determine proper course of action. Ability to perform work requiring good physical condition. Ability to react effectively to emergency & stress situations. Ability to communicate effectively verbally & in writing. Skill in the use & care of firearms or other standard police equipment. Skill in operation of motor vehicle. Knowledge in modern law enforcement principles, procedures, techniques and equipment. Knowledge of local, state and federal laws. Knowledge of traffic safety, pursuit, arrest and detention and emergency medical assistance.

**Experience and Education:** Wyoming Peace Officer Standards and Training Certification, or ability to obtain, is required. Knowledge and level of competency in police science, law enforcement, criminology or closely related field is preferred.

### Our Community is . . .

**Recognized** as the Jackalope Capital of the world, Douglas is located in east central Wyoming in Converse County. With a population of 6,120, Douglas is rated as the seventh safest city to live in Wyoming. Wyoming is rated the ninth safest state and has one of the lowest overall taxes. Law Enforcement remains an integral part of our community and is supported by elected officials and the community. Douglas offers an excellent K-12 school system and Eastern Wyoming College Campus. Douglas sits beside the North Platte River and is only a short distance from the Medicine Bow National Forest and Glendo Reservoir. This beautiful location offers many outdoor recreational opportunities such as hunting, fishing, boating, hiking, camping, and more! An International airport is located one hour away in Casper, with direct flight service to Denver, CO and Salt Lake City, UT.



### Our Department . . .

**Located:** in the west wing of the newly constructed and furnished Converse County Joint Justice Center with 6,400 square feet dedicated to the Douglas Police Department and an additional 9,900 square feet of shared space including an indoor shooting range and exercise room.

**Provide:** Uniforms, firearms, duty gear and take home vehicle.

**Operate:** Community Oriented Policing environment enjoying excellent working relationships with citizens and businesses. Current department budget of \$2.59 million which includes 18 sworn officer positions; a fleet of 22 vehicles, half less than 5 years old, and associated equipment; training for all personnel for professional development and maintaining certifications, cell phones, tablets and rifles.

## Compensation and Current Benefits . . .

**Wage Range:** \$ 43,615 to \$63,677 depending on work experience, POST certification and military experience.

**Education Incentive:** Additional compensation for degree in related field when not requirement of position.

**Health Insurance:** Employee and dependent coverage, entire premium paid by the City. Annual Deductible \$750 person, \$1,500 family. Participating provider 90/10. Non participating provider 80/20. Routine care 100%. Out of pocket maximum \$3,000 per calendar year.

**Dental:** Diagnostic and preventative 100%. Basic services 80%. Major services 50%.

**Vision:** Exam 100%, \$50 maximum. Lenses 100%, one pair per calendar year. Frames 100%, \$90 maximum per two calendar years. Exam \$15 deductible. Materials \$15 deductible.

**Prescription:** Deductible \$50 person, \$100 family.

**Life:** \$15,000.

**Retirement Pension:** Participation in Wyoming Retirement Plan entire contribution 17.2% paid by City. Long term disability coverage included.

**457 Deferred Compensation:** Eligible for participation.

**Vacation Leave:** 12 days per year accrual; additional accrual after four years of service.

**Sick Leave:** 12 days per year accrual.

**Holiday:** 10 days per year; accrued as vacation time. Overtime pay when work actual holiday.

**Fitness Benefit:** Monthly payment of \$10 toward membership. Reimbursement of remaining membership with average of 10 check ins per month for calendar year.

## Our City . . .

**Encourages:** great neighborhoods and attractive, friendly environments to live, work, and play. Through current and long range planning for the community, whether it be building and planning for housing, new subdivisions and developments, or preservation of our historic heritage, the City strives to provide and ensure safety and aesthetically pleasing businesses and homes, and a community to be proud of.

**Operates:** under a Mayor/Council form of government, with an appointed City Administrator who provides supervision for all city departments.



## Application and Contact . . .

**Process:** Applications will be accepted until filled. Please visit our website, [www.cityofdouglas.org](http://www.cityofdouglas.org), for a full job description and application. City of Douglas employment application must be submitted for consideration. Applications are available on our website at [www.cityofdouglas.org](http://www.cityofdouglas.org) or by contacting Administrative Services. Submit applications to Administrative Services Department, 101 N 4th St, PO Box 1030, Douglas, WY 82633 or email to [mnicol@cityofdouglas.org](mailto:mnicol@cityofdouglas.org).

**Contact:** Administrative Services Director, Mary Nicol, PO Box 1030, Douglas, WY 82633, 307-358-3462, [mnicol@cityofdouglas.org](mailto:mnicol@cityofdouglas.org).