

## RECRUITMENT PROFILE

### PATROL OFFICER

The Douglas Police Department is looking for a team player to join their ranks. We are a proud department that operates under a Servant Leadership philosophy. Currently the patrol team has an average of over 8 years of experience. If you want to make a positive impact that allows opportunities for personal and professional growth while valuing your input for policing and community enhancements, look no further.

**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. Any candidate that is not certified will be compensated during their time attending Peace Officer Basic training.

**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 fitness center.

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

**Operations:** Community Oriented Policing environment enjoying excellent working relationships with citizens and businesses. Current department budget of \$3.44 million; training for all personnel for professional development and maintaining certifications, cell phones, tablets and rifles. The DPD police force is comprised of 20 sworn officer positions, including 2 School Resource Officers, 2 Detectives, 1 K9 Officer, 2 Sergeants, 1 Lieutenant, 2 Corporals, and 2 Community Service Officers.



## Compensation & Current Benefits:

**Wage Range: \$26.93 to \$45.13/hour** depending on work experience, POST certification and military experience.

**Education Incentive:** Additional compensation for degree in related field when not requirement of position. College tuition reimbursement opportunities available.

**Health Insurance:** Employee and dependent coverage, entire premium paid by the City. Annual Deductible \$750 person, \$1,500 family. Participating provider 80/10. Non participating provider 80/20. Routine care 100%. Out of pocket maximum \$5,000 per calendar year for single.

**Dental:** Diagnostic and preventative 100%. Basic services you pay 20%. 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 20.8% (18.62% paid by City, 2.18% paid by employee). 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.

**Opportunities:** We strive to maintain a standard of excellence, and in support of that mission, we offer a myriad of advanced training opportunities as well as tuition reimbursement for advanced college degrees. The department currently has internal custody and control, Taser, Less than Lethal, firearms, and Field Training Officer opportunities.

## 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 Information:

**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)

**Contact:** Lieutenant Todd Matthews, 1201 Mesa Drive, Suite A, Douglas WY 82633, 307-358-3311, [tmatthews@cityofdouglas.org](mailto:tmatthews@cityofdouglas.org).



The City of Douglas is an EEO/ADA/Drug Free Workplace Employer.

CITY OF **DOUGLAS** WYOMING  
HOME OF THE JACKALOPE.

**Patrol Officer**  
**Position Specification**  
rev. 2.12.2025

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**Employment Status:** Full-Time

**Experience Required:** Wyoming Peace Officer Standards and Training Certification, or ability to obtain. Preferred but not required, two years of college-level work in police science, law enforcement, criminology or a closely related field. An equivalent combination of education and experience will be accepted. Applicant must pass physical, written, psychological and oral tests as provided before appointment. Applicant subject to thorough background investigation, including polygraph.

**Department:** Douglas Police Department

**Direct Supervisor:** Police Sergeant

**Supervisory Responsibility:** None.

**Special Conditions of Work:** Involves shift work and holidays. Hazardous work conditions due to nature of duties. Must sign nondisclosure agreement.

**Certifications:** Valid Wyoming Class C Driver's License. Following appointment, candidate must satisfactorily complete Basic Training at Wyoming Law Enforcement Academy.

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**FLSA Status:** Non-Exempt

**General Description:**

Performs a variety of professional law enforcement work for municipal police department.

**Major Tasks:**

Patrols a designated area of the city in a patrol car, ATV or on foot; prevents and discovers commission of crime; apprehends offenders; checks public places for vandalism, enforces motor vehicle laws and issues citations or warnings for violations.

Answers calls involving emergencies, misdemeanors, felonies and a wide variety of domestic-related situations and citizen requests for service calls (criminal and non-criminal); serves warrants.

Fills in precise information on a variety of forms, reports and records, from a variety of highly specialized sources; maintains daily field activity report; enters information on computer.

Receives training from supervisors in the areas of patrol, investigation, officer safety, departmental policies, law enforcement techniques, weapons use and other special skills.

Confers with supervisor on a regular basis, discussing work processes, incidents, problems and plans, and receives advice, counseling and instruction.

Investigates incidents or violations by collecting evidence, interviewing witnesses and resolving questions; composes detailed investigative or inspection reports. Testifies in court as arresting officer or official witness.

**Minor Tasks:**

Attends training sessions and seminars to keep abreast of current trends in the field.

Acts as a public relations representative for the department, conducting tours of facilities, speaking at public forums, serving as agency representative on advisory boards.

Checks for proper operation of assigned equipment and vehicle; performs emergency repairs; reports mechanical problems.

Assists other agencies as needed (Sheriff's Office, Ambulance, Highway Patrol, Public Works, etc.).

Performs traffic control for special events, at scene of accident or unusual occasion.

Works on special projects as assigned.

Administers first aid to injured persons.

Performs dispatch duties on emergency basis when required; performs duties of animal control officer in his absence.

Performs related duties as assigned.

**Knowledge Areas:**

Knowledge of modern law enforcement principles, procedures, techniques and equipment, acquired on the job; knowledge of applicable local, state or federal laws, ordinances and departmental rules and regulations acquired on the job; knowledge of city geography; knowledge of traffic safety, pursuit, arrest and detention, emergency medical assistance.

**Skill/Ability Areas:**

Ability to analyze situations quickly and objectively and to determine proper course of action; ability to perform work requiring good physical condition; ability to react effectively to emergency and stress situations; ability to communicate effectively verbally and in writing; skill in the use and care of firearms and other standard police equipment; skill in operation of motor vehicle.