

Sinclair Police Department

PO Box 247 / 300 Lincoln Ave. · Sinclair, Wyoming 82334
(307) 324-3058 · sinclairwyoming.com

Dear Applicant,

Thank you for your interest in a position with the Sinclair Police Department. We are currently seeking quality applicants for the position of **Police Officer**. If you are interested in applying for our current opening, please carefully complete the enclosed application.

The members of the Sinclair Police Department are committed to providing the best police services possible to the community by working together as a team. The department works with the community to improve the quality of life in Sinclair. We strive to serve our community with honor, respect, ethics, professionalism, integrity and commitment.

Applications, including a detailed resume, should be submitted to the Sinclair Police Department. All applications received will be kept on file for at least one (1) year.

Because of the nature of the responsibilities that come with being employed as a police officer we anticipate the information you provide will be accurate, complete and forthright. Take this as an opportunity to give us an accurate representation of yourself.

Thank you again for your interest in working for the Sinclair Police Department, we look forward to meeting you.

Sincerely,

Sinclair Police Department

Job Description

POLICE OFFICER

DEFINITION

Under direction, to perform a variety of duties involved in the enforcement of laws and the prevention of crimes; to conduct and participate in the investigation of crimes, accidents, and cases; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Patrol the designated area of the Town of Sinclair to preserve law and order, discover and prevent the commission of crimes; enforce traffic and other laws and ordinances; recognize and respond to drivers driving while under the influence, patrol school zones and parks; check buildings for physical security and evidence of break-ins and vandalism.

Respond to general public service calls on criminal and civil matters and complaints including domestic disturbances, civil complaints, property control, automobile accidents, rapes, robberies, and related misdemeanor and felony incidents.

Arrest suspects in connection with criminal activity; may search records and files to identify suspect; may book, search, photograph, and fingerprint prisoners.

Maintain records and prepare reports on arrests made, activities performed, and unusual incidents observed.

Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.

Contact and cooperate with other law enforcement agencies in matters relating to apprehension of offenders and the investigation of offences.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

Investigate deaths; provide death and accident notification.

Provide public relations programs sponsored by the Sinclair Police Department

Provide information to the public to assist in protecting the public against potential criminal threats.

Assist outside law enforcement agencies and community referral services by providing Sinclair police Department information and technical advice.

Serve as liaison to, Department of Family Services, County Attorney, Courts, and law enforcement agencies

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of record keeping and reporting.
Basic principles of criminal law.
Safe driving principles and practices.

Skill to:

Learn to operate firearms and other modern police equipment.
Learn to operate modern office equipment including computer equipment.
Effectively operate and maneuver emergency response vehicles at high rates of speed
Operate a motor vehicle safely.

Ability to:

Successfully complete P.O.S.T. training for entry level Police Officers.
Learn modern police method and procedures related to patrol, apprehension, arrest, and seizure, traffic control, and investigation and identification techniques.
Learn modern investigative methods including interviewing and interrogation techniques.
Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Learn recent court decisions and how they affect department and division operations.
Learn and properly interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including those related to apprehension, arrest, search and seizure, evidence and records maintenance, and traffic control.

Observe accurately and remember names, faces, numbers, incidents, and places.
Prepare clear and concise reports.

Analyze situations quickly and objectively, and determine proper course of action.
Act quickly and calmly in emergencies. Meet and deal with the public tactfully and effectively.
Interact effectively and sensitively with individuals from diverse backgrounds.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines;

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year experience working with the public or previous law enforcement experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.
Possession of, or ability to obtain, a P.O.S.T. Certificate.

Physical Fitness Assessment

A physical assessment is required to enter the Wyoming Law Enforcement Academy. This assessment may be required during the interview portion of the application process.

Sinclair Police Department COOPER Physical Fitness Entry Requirements

Male 40th Percentile

Age:	20-29	30-34	35-39	40-44	45-49	50-54	55-59
1 Minute Sit-ups	38	34	31	29	26	24	21
1 Minute Push-ups	29	24	21	18	15	13	11
1.5 Mile Run	12:51	13:36	14:03	14:29	14:58	15:26	16:05

Female 40th Percentile

Age:	20-29	30-34	35-39	40-44	45-49	50-54	55-59
1 Minute Sit-ups	32	25	22	20	17	14	10
1 Minute Push-ups	23	19	16	13	12	11	8
1.5 Mile Run	15:26	15:57	16:28	16:58	17:26	17:55	18:20

TOWN OF SINCLAIR POLICE DEPARTMENT
FITNESS ASSESSMENT RELEASE AND WAIVER

The undersigned does hereby release, renounce, discharge and waive any and all claims which he or she has, or which may arise in connection with the undersigned's participation in any physical testing activities in connection with arising from or relating to participation in testing for employment with the Town of Sinclair Police Department, against the Town of Sinclair any of its agencies. The undersigned acknowledges his or her understanding that such activities carry inherent risk of injury and that the undersigned knowingly and voluntarily accepts the burden for all such risks and consequences, including but not limited to physical and financial risks. The undersigned shall release, indemnify and hold harmless the Town of Sinclair and/or any of its agencies, and their officers, agents, employees, successors and assigns from any cause of action, or claims or demands arising out of the undersigned's participation in the above described activities.

Print Name: _____

Signature: _____

Date: _____

APPLICANT: Return this form with your application packet.

Sinclair Police Department

Application Check List

APPLICANT: Return this form with your application packet.

Name (Print): _____

- Application
- Fitness Assessment Release and Waiver
- If applicable:
 - College Transcripts
 - DD214
 - POST Training Records
 - Prior Law Enforcement Employment Dates:
from _____ to _____
from _____ to _____
from _____ to _____
- Copy of your High School Diploma or GED
- Copy of results from Wyoming P.O.S.T Pre-Employment Test (Available by contacting post and scheduling a test time and date. (Not required for Wyoming certified Officers)
- Copy of your Birth Certificate to show citizenship
- Police Officer Agreement
- Resume

Note: Automatic disqualification for employment includes, but is not limited to the following:

1. Dishonorable Discharge from the Military.
2. Any felony convictions.
3. Three (3) or more moving violation convictions within the previous 36 months (three separate, individual incidents).
4. Two (2) or more separate moving violation convictions within the previous 12 months (two separate, individual incidents).
5. An Administrative Suspension of a drivers' license; conviction or any form of deferred prosecution qualified by State statute, or as amended, within the previous 36 months, including, but not limited to:
 - Driving under the influence of alcohol or drugs
 - Leaving the scene of an accident
 - Fleeing to avoid arrest
 - Reckless Driving
 - Homicide or assault by motor vehicle

The Sinclair Police Department offers many benefits that officers can take advantage of including:

- Wyoming State Law Enforcement Pension at **NO COST**
- Paid Vacation
- Take home patrol car program
- Family Medical, Dental and Vision Coverage at **NO COST**
- Equipment furnished by the department
- Competitive Pay Scale
- Paid On-Call time

TOWN OF SINCLAIR - Pay (Officers are Salary non-exempt)
(Effective: July 1, 2023)

**Average gross annual salary of \$52,000 to 59,000 based on Experience and training.
(Police Officer)**

PAID TIME OFF

10 Paid Holidays

Vacation Time Accrual of 6.67 hours per month available after 6 months of employment
(80 Hrs. per year)

Sick Time Accrual of 6.67 hours per month

Compensatory Time in lieu of overtime with a maximum accrual of 240 Hrs.

Sinclair Police Department Job Requirements

- US citizen
- High School diploma or GED Equivalent
- 21 years old at time of hire
- No felony or domestic violence convictions
- Not have a Dishonorable Discharge from the military
- Drug Use: - an applicant who has any of the following will be disqualified:
 - Used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
 - Been discovered to have misrepresented his/her drug history in completing the

application will be found unsuitable for employment

- Distributed or sold any illegal drug for profit at any time will be found unsuitable for employment
- Used any hallucinogen.
- Used Methamphetamine.
- Used any other illegal drug within the last 10 years.
- Used any inhalant within the last 3 years
- Used marijuana within the last 2 years

Testing Process:

Phase I

- Oral Board Interview
- Physical Fitness Test (optional)

Phase II

- Background Investigation
- Chief's Interview
- Receive a Conditional Offer of Employment at the completion of the Chief's Interview

Phase III

- Psychological Evaluation
- Medical exam to include a drug screen
- May include polygraph examination

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Application for Employment

The Town of Sinclair is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, and other characteristics protected by law.

Position Applying For: Police Officer

INSTRUCTIONS: TYPE OR PRINT IN BLACK INK ONLY:

(If you are completing this on-line, use the "Tab" key to move to each field.)

APPLICANT INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State ZIP

Telephone: _____
Day Evening

E-mail address: _____ Social Security Number: _____

Date of Birth: _____ Driver's License Number/State: _____

Height _____ Weight _____ Hair Color _____ Eye Color _____

When would you be available for work? _____

Are you a citizen of the United States? Yes No Are you age 21 or older? Yes No

Are you related to anyone who is employed by the Town of Sinclair? Yes No

If yes, who? _____

Have you worked for the Town of Sinclair before? Yes No

If yes, list the department: _____ Job Title: _____

Approximate dates of employment: From _____ To _____

Return completed application to:

Sinclair Police Department
P.O. Box 247
300 Lincoln Ave.
Sinclair, WY 82334

Have you served in the United States Armed Forces? Yes No

If yes, list dates of service: From _____ to _____

Branch of Service: _____ **Please attach DD 214**

Have you ever been convicted of any law violation? (Include any plea of “guilty” or “no contest”.
(Exclude minor traffic violations) Yes No

If “Yes,” describe in full: (a conviction will not necessarily disqualify an applicant for
employment).

Have you had your driver’s license suspended or revoked in the last 3 years? Yes No

If “Yes,” please explain:

List any traffic citations you have received in the last 36 months:

Special Skills:

What office equipment can you operate? _____

Computer: Yes No Type _____ Software Applications _____

List certificates that are relevant to the position you are applying for:

What skills or additional training do you have that are related to the job for which you are
applying?

List any firearms training you have:

Hobbies/Interests:

Education:

Name of High School, Universities, Business Schools or Trade Schools Attended	Location City and State	Number of years completed What Degree (if any) and Year Earned

EMPLOYMENT HISTORY:

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

Employer and Address (Give most recent position first)	Dates of Employment	Job Title & Supervisor	Type of Business	Wages	Why did you leave?
1.					
2.					
3.					
4.					

Have you worked or attended school under any other names? Yes No

If yes, give name(s): _____

Are you presently employed? Yes No

If yes, who may we contact? _____

Have you ever been fired from a job or asked to resign? Yes No

If yes, please explain: _____

Give three (3) references, **not relatives or former employers.**

Name	Address	Phone

Relatives, References, Acquaintances:		
If living, name your:	Telephone	Address where person can be contacted
Father		
Mother		
Father-in-law		
Mother-in-law		
Spouse		
Former spouse(s)		
Brother(s)		
Sister(s)		
Brothers/Sisters continued:		

Other relatives with which whom you have a close personal relationship (including children)

Relationship		

Please list any individuals whom you have resided with during the last 10 years. Exclude family members.

Relationship		

Have you ever applied successfully or unsuccessfully with another law enforcement agency? Yes No

If yes, please explain (include when, name of agency and circumstances)

Additional information that might qualify you for the position:

AFFIDAVIT, CONSENT AND RELEASE

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I understand that I may be required to successfully pass a drug screening examination and a criminal background investigation. I hereby consent to a pre-employment drug screen and a criminal background investigation, if required, as a condition of employment.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE MAYOR/DESIGNEE OF THE TOWN OF SINCLAIR HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR/DESIGNEE AND THE EMPLOYEE.

I am fully aware that the probation period for the Town of Sinclair is one (1) year and that I can be dismissed without cause throughout the specific probationary period. I also certify that the foregoing answers are correct to the best of my knowledge and belief.

I have read, understand, and by my signature consent to these statements.

Signature: _____

Date: _____

