

Town of Encampment

Police Officer

Application Packet

The Town of Encampment
is an
Equal Opportunity Employer

ENCAMPMENT COMMUNITY PROFILE

The Town of Encampment is located in south-central Carbon County between the Sierra Madre and Snowy Range Mountain Ranges. It has a population of 450. It is a ranching/agricultural community with a slow pace rural Wyoming atmosphere.

The Town of Encampment is a sportsman's paradise with fishing, hunting, hiking, snow machining and cross-country ski trails as close as six miles from town. One of the highways feeding the community is a seasonal highway which is closed approximately Mid-November through May.

The Town of Encampment has a small business community with limited amenities. The Town of Encampment has one bar and restaurant, one bar & grill at this time, a liquor store, a few small businesses, a thrift store, senior center and library. We are 60 miles from the nearest "big box" chain store. 20 miles from the nearest full size grocery store, medical clinic and pharmacy and 20 miles from the closest hospital. We have a small business park which houses a currently non-operational lumber mill and a green house. We also have a small municipally owned RV Park. The Town of Riverside, which borders Encampment, has a population of 66. They have two convenience stores, two bars and some seasonal lodging venues.

We have an 18-member volunteer fire department and local EMS ambulance coverage.

Some of the Annual Events: Winter Carnival, Casino Night, Tale of Two Cities Disc Golf Tournament; Woodchoppers Jamboree and Rodeo, Carbon County Rubber Check Race; Grand Encampment Cowboy Gathering, Sierra Madre Muzzle Loaders Mountain Man Rendezvous, Living History Days, Music in the Park Community BBQ, and a number of other community events throughout the year. We have a great park, a ball field, a museum and the Grand Encampment Opera House which is our community facility.

Area Organizations: Grand Encampment Museum; Grand Encampment Opera Company, Encampment Community Choir, Encampment Riverside Lions Club, Dirt Diggers Garden Club, Mother Mountain Anglers, Friends of the Encampment Riverside Branch Library just to name a few.

The Town of Encampment also has a great K-12 school.

The Town of Encampment is seeking a full-time law enforcement officer with a minimum of two years' experience. Administrative experience is preferred. Required qualifications are a high school diploma or GED; applicants must be able to meet Wyoming P.O.S.T. minimum standards for employment and must pass a physical assessment, complete background check and a psychological exam. The Town of Encampment is a slow-paced rural community with a population of 450, therefore self-motivation is required. The Law Enforcement Officer will be expected to work closely with the local officials and the county sheriff's department to make sure that Encampment has adequate law enforcement coverage. This position is a full-time benefited position. Salary will be based on experience.

An application package may be picked up at the
Encampment Town Hall
614 McCaffrey Ave.
Encampment, WY 82325

307-327-5501

The application deadline has been extended until Monday April 06, 2026 at 5:00 p.m.
The Town of Encampment reserves the right to extend the application deadline until the position is filled.

The Town of Encampment reserves the right to refuse any or all applications.
The Town of Encampment is an equal opportunity employer.

Town of Encampment
614 McCaffrey
P.O. Box 5
Encampment, WY 82325
(307) 327-5501
Fax (307) 327-5787
enccourt@yahoo.com

Mayor:
Councilpersons

Shannon Fagan
Stas Banach
Ashley McKinney
Susan Munson
Steve Reichert

Clerk/Treasurer/Clerk of Court
Deputy Clerk
Police Chief
Public Works Personnel

Doreen Harvey
Marth Ralston
Kevin Shue
Bill Acord, Supervisor
Clinton Blake
Trevor Vorn

Volunteer Fire Chief
EMS Representative

Cory Nuhn
Vacant

RELEASE AUTHORIZATION

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SIGNING.

I certify that all information provided in this application is true and complete. I understand that misrepresentation or omission of facts called for during the application or selection process may disqualify me from further consideration and may be cause for dismissal.

I understand that the Town of Encampment may conduct a background investigation which may include information as to my character, reputation, personal characteristics and mode of living obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of any consumer reporting agency which may be utilized in the background investigation so I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in the application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application 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 if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination and a psychological evaluation. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that I will be required to successfully pass drug and alcohol screening examinations. I hereby consent to a pre and/or post-employment drug and alcohol screens as a condition of employment.

I have read and understand my consent to these statements. I authorize investigation of all information contained in this application.

Applicants Signature

Date

- APPLICATION IS NOT VALID WITHOUT APPLICANTS ORIGINAL SIGNATURE
- SUBMIT THE COMPLETED PERSONAL HISTORY STATEMENT WITH THE APPLICATION
- APPLICANTS MUST ATTACH THE FOLLOWING DOCUMENTATION:
 - Copy of Birth Certificate
 - Copy of Current Valid Driver's License and Driving Record
 - Copy of Social Security Card
 - Copies of High School diploma or equivalent and any other diploma's
 - Copy of Military Records, if applicable
 - One Page Synopsis Outlining Your Reasons for Wanting to Be an Encampment Police Officer

Submit to: Town of Encampment
614 McCaffrey Avenue
P.O. Box 5
Encampment, WY 82325

307-327-5501 Phone
307-327-5787 Fax

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
ALL SIGNATURES MUST BE ORIGINAL. FAXES WILL NOT BE ACCEPTED.**

PERSONAL HISTORY STATEMENT APPLICATION INSTRUCTIONS

The information you provide in this personal history statement will be used in the investigation into your background to assist in determining your suitability for the position within the Encampment Police Department. Please complete the questionnaire completely and accurately. Completion of this form is mandatory for all applicants. The form must be received by the application deadline.

All information contained in the personal history statement is subject to verification. Deliberate inaccuracies and incomplete statements may bar or remove you from employment consideration. All time periods in your background must be accounted for.

It is to your advantage that you respond openly and completely. Any negative factors in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the job. For example, being fired from a job or having an arrest record is not in and of itself grounds for disqualification. During the background investigation, the investigator will inquire into the facts surrounding such an occurrence. A complete evaluation will then be made of the relevance of these facts to the requirements of the job.

Deliberate omissions or deliberate misstatements and misrepresentations of required information are grounds for rejection. Failure to properly complete this document may also result in the rejection of your application.

If a question does not apply to you, write n/a (not applicable) in the space provided for the answer. Do not leave any space blank. If you need more space to respond to a question, please use additional pages and identify the additional information by including the question.

All applicants are required to submit the following information with their application form and personal history statement:

- Copy of Birth Certificate
- Copy of Current Valid Driver's License and Driving Record
- Copy of Social Security Card
- Copies of High School diploma or equivalent and other diploma's
- Copy of Military Records
- One Page Synopsis Outlining Your Reasons for Wanting to Be an Encampment Police Officer.

If Living, Name of your	Current Address	Phone Number
Brother/Sister		
Brother/Sister		
Brother/Sister		
Step-Mother		
Step-Father		
Ex-Spouse		

Please list other relatives with whom you have a close personal relationship (including children)

Name	Relationship	Current Address	Phone Number

Please list all individuals with whom you have resided with during the last ten years (do not include information prior to your 15th birthday) Exclude family members.

Name	Current Address	Phone Number

Please list as references 3 individuals who have knowledge of you and your qualifications. Exclude relatives, former employers and friends

Name	Current Address	Phone Number

Please list 3 individuals who are social acquaintances (i.e. person whom you have seen frequently during the last year) who have knowledge of your qualifications. Exclude relatives and former employees.

Name	Current Address	Phone Number

EDUCATION:

The Peace Officers Standards and Training Commission requires a Peace Officer to possess a high school diploma or its equivalent.

_____ I possess a high school diploma.

_____ I passed the G.E.D. (General Education Development) test.

_____ I possess other equivalent. Explain _____

Please indicate all schools you have attended, beginning with high school. During the background investigation persons who knew you in a learning environment may be contacted and your school records may be reviewed.

School Name	Location (City, State)	Dates Attended	School Reference	Degree/Diploma

Were you expelled from any school? _____ Yes _____ No

If yes, explain (include school, date and circumstance) _____

Have you ever been on academic probation? _____ Yes _____ No

If yes, explain (school, dates and circumstances) _____

Please list clubs, sports, leadership positions, community activities, awards, commendations, or terms of special recognition:

RESIDENCES:

Individuals who have become acquainted with you by reason of your locations are often helpful in providing useful information for the background investigation.

Please list all of your residences during the last 10 years, not including information prior to your 15th birthday. Begin with most current residence first.

<u>Address of Residence</u>	<u>City, State, Zip Code</u>	<u>Dates Resided</u>	<u>If Rental Name/Address of Landlord</u>

EXPERIENCE AND EMPLOYMENT:

Beginning with your most current employment, please list all jobs (including part-time, temporary and volunteer) you have held since the age of eighteen. Indicate the nature of the position (full-time, part-time or voluntary). If you have had intervening periods of military service or unemployment, please list those periods in sequence. Attach additional paper if necessary.

<u>Employment Dates</u>	<u>Employers Name, Address Phone Number</u>	<u>Position Held Supervisor's Name/Title</u>	<u>Rate of Pay</u>	<u>Reason for Leaving</u>

Have you ever quit a job rather than get fired? Yes No

If yes, please explain in detail the circumstances surrounding your termination/request to leave or resignation in lieu of getting fired. Please include allegations made against you, dates, names, address and phone numbers of your employer, supervisors name and all of the facts. If you have been fired or requested to leave on more than one occasion, please list each incident separately (attach additional pages if necessary):

May we contact your present employer during the course of a background investigation? _____ Yes _____ No

If no, when should such contact be made? _____

If you have no employment, please explain _____

MILITARY SERVICE:

Have you ever served in the armed forces, National Guard or military reserves? _____ Yes _____ No

If yes, please provide the following information:

Branch of Service: _____ Service #: _____ Service Dates: _____

Type of Discharge: _____

Awards, Special/Schools/Training (type and date): _____

Please list current and past draft classifications in chronological order beginning with most current classification:

Are you currently a member of a U.S. Reserve or National or State Guard Organization? _____ Yes _____ No

Brand of Service _____ Active _____ Inactive _____ Standby _____

Grand & Service # _____ Organization/State/Unit & Location _____

Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or other military reserves? _____ Yes _____ No If yes, please give details including branch of service, date, occurrence and circumstances. _____

Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. Please list three individuals who know you well enough to provide accurate information about you.

Name Address Phone Number Position

FINANCIAL:

This section will be used to evaluate the behavior exhibited by you in meeting your financial obligations. Please be complete and accurate:

Please Supply information about your charge accounts, contracts and other financial liabilities:

<u>Name of Firm</u>	<u>Address</u>	<u>Phone Number</u>	<u>Account Number /Balance</u>

Have you ever filed for bankruptcy? _____ Yes _____ No
If yes, Please give details, including date, firms involved and circumstances: _____

Have your bills ever been turned over to a collection agency? _____ Yes _____ No
If yes, Please give details, including date, firms involved and circumstances: _____

Have you ever had items you purchased repossessed? _____ Yes _____ No
If yes, please give details, including date, location and circumstances: _____

Have your wages ever been garnished? _____ Yes _____ No
If yes, please give details, including date, location and circumstances: _____

Have you ever been delinquent on income or other tax payments? _____ Yes _____ No
If yes, please give details, including date, type of taxes and circumstances: _____

Has credit ever been denied to you or cancelled on you? _____ Yes _____ No
If yes, please give details: _____

If you have ever been arrested or convicted for any crime (excluding traffic citations) please give the following information:

<u>Approximate Date</u>	<u>Law Enforcement Agency</u>	<u>Circumstances</u>

List all Crimes (detected and undetected) that you have been involved in:

Have you ever taken any property/money from an employer or place of business? Yes No

Have you ever been convicted of a crime other than misdemeanor traffic violations? Yes No

Have you ever been placed on court probation as an adult? Yes No

Have you ever been reported to a law enforcement agency as a missing person or a run away? Yes No

Are you now, or have you ever been, involved as a plaintiff or defendant in any civil court action? Yes No

If you answered yes to any of the above five questions, please explain each incident in detail including the incident outcome (list juvenile as well as adult occurrences). If more room is needed please attach additional pages _____

MOTOR VEHICLE OPERATION:

Operation of a motor vehicle is an integral part of the position of a Patrol Officer. An investigation of your driving history will be made through a records check. To expedite this procedure please supply the following information:

Driver's License Number: _____ State: _____ Expiration: _____

Name under which driver's license was granted: _____

Do you currently have a driver's license in more than one state? Yes No

If yes, Please list other states: _____

Please list other states where you have been licensed to drive a motor vehicle and the name(s) under which the license was granted.

State: _____ Name: _____

State: _____ Name: _____

Have you ever been refused a driver's license by any state? Yes No

If yes, please give details, including time, state and circumstances: _____

Have you, within the past 3 years, operated a motor vehicle without having the proper insurance? Yes No

Wyoming law requires operators and owners of motor vehicles to be covered by automobile liability insurance. Therefore, please list the current liability insurance you have with your current motor vehicles:

Company _____ Address _____ Policy Number _____

Please provide the name and telephone number of your local agent: _____

List all vehicles owned by you and your spouse:

<u>Year</u>	<u>Make/Model</u>	<u>License Plate Number</u>	<u>State of Issue</u>
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List all traffic citations and/or summons you have received since you began driving.

<u>Nature of violation</u>	<u>Issuing Agency</u>	<u>Approximate Date</u>	<u>Disposition/Verdict</u>
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Have you ever had your driver's license placed on probation for receiving an excessive number of traffic violations?
_____ Yes _____ No

Have you ever been involved in an accident and left the scene without identifying yourself? _____ Yes _____ No

Have you ever been involved in an accident you were required to report and didn't? _____ Yes _____ No

If you have answered yes to any of the above questions, please provide the circumstances: _____

Did you submit it to your insurance? _____ Yes _____ No

How many motor vehicle accidents have you been involved in as a driver? _____

Have you ever been involved in an accident when you were driving after you have been drinking any type of alcoholic beverage or ingested any controlled substance? _____ Yes _____ No

Have you ever operated a motor vehicle while under the influence of an intoxicating beverage or controlled substance? _____ Yes _____ No

Have you ever had a hearing for probation/suspension? _____ Yes _____ No

Have you ever had your driver's license suspended? _____ Yes _____ No

If so, please provide the following information

<u>Date of Suspension</u>	<u>Type of Suspension</u>	<u>Date Reinstated</u>
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Have you ever been placed as an assigned risk for vehicle insurance? _____ Yes _____ No

Have you ever had your insurance revoked due to the number of citations you have received? _____ Yes _____ No

Have you ever knowingly driven a motor vehicle while your driver's license was suspended or revoked?
_____ Yes _____ No

Has your license ever been suspended, revoked or placed on negligent operator's probation? ____ Yes ____ No
 If you have been involved as a driver in a motor vehicle accident in the past 7 years please provide the following information:

Date	Location	Police Agency	Was a Police Investigation Completed	Was the accident as an uninsured motorist

If there is anything else that you would like to mention about your driving record please use this space:

GENERAL INFORMATION:

Have you applied for employment with this or any other enforcement related agency? ____ Yes ____ No
 If yes, please provide the following details:

Name of Agency	Date of Application	Status of Application (pending, rejected, employed)

Have you ever been de-certified or disciplined as a peace officer? ____ Yes ____ No
 If yes, please explain: _____

Have you ever applied for a permit to carry a concealed weapon? ____ Yes ____ No
 If yes, please provide the following information:

Date	Law Enforcement Agency	Purpose

PERSONAL DECLARATIONS:

Drug use covers all description terms used to describe the ingestion or any of the listed types into a person's system. Example: experimental, tried, etc. Have you illegally sold, furnished, given away, bought, possessed, injected or used the following:

Drug	Yes/No	Activity**	Approximate Last Date	Form Used
Marijuana				

Drug	Yes/No	Activity**	Approximate Last Date	Form Used
Hashish				
"Speed"				
Cocaine				
LSD				
STP				
PCP				
Peyote				
Mushrooms				
Quaaludes				
Tranquilizer				
Barbiturates				
Heroin				
Crank				
Designer Drugs				

** Please indicate in the column whether you sold, furnished, bought, possessed and/or used the substance indicated.

Within the last three years have you inhaled (paint, glue, etc.)? _____ Yes _____ No
 If yes, provide the date and your involvement including the substance: _____

Do others use illegal drugs in your presence? _____ Yes _____ No If yes, how often? _____

When was the last time? _____

During the past year have you used cough medicine or any other over the counter drug to get high? Yes _____ No _____
 If yes, please explain: _____

How would you prepare yourself to be an employee of the Town of Encampment? _____

PRE-INTERVIEW QUESTIONNAIRE

Name: _____

Date: _____

Address: _____

Phone: _____

Position applying for: _____

The following questionnaire is used to provide additional insight to your desire to become a member of the Encampment Police Department. While some of the questions are general in nature, it is our intent to get to know you a little better. Some of the information contained in this questionnaire is relative to the community, the direction that the department is currently heading and how you might fit in overall. Some questions have no right or wrong answers. You will need to take your time and answer each question as best you can.

1. Give a brief background of your life / law enforcement experience: _____

2. Are you married? _____ What is your wife's name? _____
Do you have any children? _____ Ages and gender: _____

3. How would you describe your relationship with your immediate family? _____

4. Does your family support your application & career decision to work in Encampment? _____

5. Have you done any research into the Encampment Police Department or the Community? _____ If so,
how, where and what is your gut feeling about working here? _____

6. Do you currently have applications with other departments, and what is the status of those applications? _____

7. What is a use of force? _____

8. If 'Officer Presents' is the lowest level of force, proceed through the steps of force _____

9. If you were to stop a person that you suspect of a DWUI and that person refuses to submit to any road side maneuvers what would you do? _____

10. Describe what community policing means to you _____

11. You find an open door at a business during a routine check. While checking the building it appears the owner has just forgotten to lock the door. What do you think is the best thing to do? _____

12. While on patrol you stop a car and attached to the rear of drivers license is a \$50 bill. The driver of the car denies any knowledge or ownership of the money. What would you do? _____

13. The dispatcher advises you that there are several calls waiting for you. Look at the following calls and prioritize them. Barking Dog/ 10-50 accident without injuries/ a domestic/ a citizen needing assistance with unlocking a car/ a public official called and wants you to stop by their house. Explain your reason for the priority. _____

14. On your day off the Chief calls and wants you to report to the station. He explains that you will need to come in uniform to fill in for a sick officer. You have had a beer and your wife made plans to have your best friends over. What would you do? _____

15. Encampment is removed from the availability of shopping and many of the conveniences of larger towns. On some winter nights the highways can be closed on both directions. How are you and your family going to deal with this type of isolation? What would you do? _____

16. In small communities like Encampment there are small town events which sometimes attract crowds larger than one officer can control. Liquor is sometimes sold at these events. Please explain your philosophy on dealing with a crowd at a small town event.

17. Please tell us why you feel you are a good candidate for this position? Also, where do you see yourself in five (5) years?

18. If you are not currently a Wyoming P.O.S.T. Certified Peace Officer, can you with or without accommodation meet the requirements for certification within the period required by P.O.S.T. for the position for which you are applying?

19. There are times in a small community where you will be involved in matters where confidentiality is critical. Explain how you would handle members of the public trying to engage you in conversation in matters that are confidential in nature?

Please feel free to use the remainder of the page to add any additional comments, to provide any additional information that would be helpful in portraying yourself as a qualified applicant, to list any general questions or concerns you have about the position for which you are applying, or to provide any additional information that might warrant explanation of it were to come out in a background check and we have not already offered you opportunity to disclose it.

The Town of Encampment is an equal opportunity employer and will respect the privacy of and all information given in the application process as required by law.

FILE AND INFORMATION RELEASE AUTHORIZATION

TO: Any current or former employer (s) who have employed, supervised, observed, worked with or have been associated with _____ in any employment or employment related capacity.

You are hereby authorized to furnish to the Town of Encampment Wyoming any and all employment records, including, but not limited to, any pleadings, orders, notes, reports, records, examinations, depositions, performance evaluations, any other memoranda whatsoever related to the employment or supervision of the above named individual.

You are further authorized to discuss any employment related matters involving the above named individual with, and to provide any employment related information concerning the above individual to, Encampment Town Clerks Doreen Harvey and/or Susan Munson.

A photocopy of this release shall be valid as the original. This authorization shall be valid for one year from the date of signing hereof.

Job Applicant

STATE OF WYOMING }
COUNTY OF _____ } SS.
 }

The foregoing File and Information Release Authorization was acknowledged to me by _____, this _____ day of _____, 2019.

Witness my hand and seal.

Notary

My Commission Expires:

Town of Encampment Police Officer Position

- As a Town of Encampment Police Officer, you will be expected to work a minimum four (4) day work week under FLSA (Fair Labor Standards Act) guidelines, with flexibility and coverage for Town of Encampment events.
- Salary will be based on experience.
- A Town of Encampment Police Officer should reside in the Encampment/Riverside area to limit response time.
- Encampment is a rural slow-paced community. Self-motivation is a must.

Scope of duties/expectations are as follows:

- Traffic Control
- Criminal Code Enforcement
- Local Ordinance Enforcement
- School checks and school zone patrol
- Assist both Carbon County Sheriffs Office and Saratoga PD as needed
- Civil Order Service
- Knowledge of court room procedures
- Preparation of investigation for prosecution
- Administrative duties
- Arrange and attend annual training
- Answer calls for service

Applicants are subject to the rules of Wyoming P.O.S.T.

Valuable information and rules can be found at

<https://post.wyo.gov/>

CHECK LIST OF INCLUDED ITEMS WITH APPLICATION

- RELEASE OF AUTHORIZATION
- COPY OF BIRTH CERTIFICATE
- COPY OF CURRENT VALID DRIVERS LICENSE
- COPY OF HIGH SCHOOL OR OTHER DIPLOMA'S
- COPY OF DRIVING RECORD
- COPY OF SOCIAL SECURITY CARD
- COPY OF MILITARY RECORDS
- FILE AND INFORMATION RELEASE AUTHORIZATION
- P.O.S.T. CERTIFIED _____
STATE

APPLICANTS NAME