

BASIN POLICE DEPARTMENT

**209 South 4th Street
BASIN, WYOMING 82410
PHONE: (307)568-3331
FAX: (307)568-9352**

**APPLICATION
&
INFORMATION PACKET**

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 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 Basin 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 this 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 psychological examination. 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 may 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, if required.

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

Applicant's Signature

Date

- APPLICATION IS NOT VALID WITHOUT APPLICANT'S 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 10 year driving record
- * Copy of Social Security Card
- * Copies of High School and Other Diplomas
- * Copy of Military Records (if applicable)

Submit to:

**Town of Basin
Attn: Chief Kyle McClure
P.O. Box 599
Basin, WY 82410
Phone 307-568-3331
Fax 307-568-9352**

BASIN POLICE DEPARTMENT

FULL NAME: _____
FIRST NAME MIDDLE LAST

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE #: HOME: _____ CELL _____

EMAIL: _____

ARE YOU A UNITED STATES CITIZEN? YES _____ NO _____

ARE YOU AT LEAST 21 YEARS OF AGE? YES _____ NO _____

HAVE YOU READ AND DO YOU UNDERSTAND THE ENCLOSED DESCRIPTIONS OF THE ESSENTIAL JOB FUNCTIONS OF A POLICE OFFICER? YES _____ NO _____

ARE YOU ABLE AND WILLING TO PERFORM ALL OF THE ESSENTIAL JOB FUNCTIONS OF A POLICE OFFICER? YES _____ NO _____

DO YOU POSSESS A VALID DRIVERS LICENSE? YES _____ NO _____

IN WHAT STATE DO YOU POSSESS A VALID DRIVERS LICENSE? _____

HAS YOUR DRIVING PRIVILEGE EVER BEEN SUSPENDED, CANCELED, OR REVOKED? YES _____ NO _____ IF YES, WHERE, WHEN, AND FOR WHAT REASON?

(Note: Answering "yes" to the above stated question does not automatically disqualify you from being employed with the Basin Police Department)

DO YOU HOLD A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

EMPLOYMENT HISTORY

PREVIOUS EMPLOYMENT – LIST YOUR WORK HISTORY FOR THE PAST 4 YEARS WITH CURRENT OR MOST RECENT POSITION FIRST).

1) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE: _____

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

2) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE _____

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

3) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE: _____

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

4) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE: _____

DESCRIPTION OF DUTIES:

REASON FOR LEAVING:

5) NAME OF EMPLOYER OR FIRM _____ PHONE # () _____ - _____

COMPLETE ADDRESS _____

DATE HIRED _____ DATE TERMINATED _____ SALARY _____

POSITION OR TITLE: _____

DESCRIPTION OF DUTIES:

REASON FOR LEAVING: _____

RESIDENCY HISTORY (LIST YOUR RESIDENCY FOR THE PAST 4 YEARS, INCLUDING THE DATES AT EACH RESIDENCE, CURRENT OR MOST RECENT ADDRESS FIRST).

EMPLOYMENT REFERENCES (LIST 3 PREVIOUS SUPERVISORS OR CO-WORKERS WHOM WE CAN CONTACT)

1) NAME _____ PHONE # () _____ - _____

COMPANY NAME: _____

RELATIONSHIP TO YOU: SUPERVISOR ___ CO-WORKER ___

2) NAME _____ PHONE # () _____ - _____

COMPANY NAME: _____

RELATIONSHIP TO YOU: SUPERVISOR ___ CO-WORKER ___

3) NAME _____ PHONE # () _____ - _____

COMPANY NAME _____

RELATIONSHIP TO YOU: SUPERVISOR ___ CO-WORKER ___

PERSONAL REFERENCES (LIST 3 REFERENCES OTHER THAN RELATIVES)

1) NAME _____ PHONE () _____ - _____

ADDRESS _____

2) NAME _____ PHONE () _____ - _____

ADDRESS _____

3) NAME _____ PHONE () _____ - _____

ADDRESS _____

Basin Police Department

Position: Patrol Officer
Department: Police

Effective Date:
Revised: 04/22/2021

General Statement of Duties:

Performs a variety of public safety work, providing emergency aid, and security and protection to the citizens and visitors of the Town of Basin.

Supervision Received:

Works under the general guidance and direction of the Sergeant and Chief of Police.

Supervision Exercised:

Supervision is not a normal responsibility of this position.

Examples of Duties:

- Deter crimes and assure community through high-visibility policing
- Patrol assigned areas and monitor activities to protect people/property
- Investigate crimes and apprehend suspected law violators
- Observe and respond to various situations or emergencies
- Follow rules, guidelines and protocols
- Conduct initial investigations
- Gather evidence and ensure successful prosecutions
- Produce internal reports and provide feedback on case status
- Foster good public relationships and liaise with community groups or individuals
- Coordinate operations with other emergency services
- Attend and provide evidence and testimony in court

Required Knowledge, Skills and Abilities:

- Knowledge of Federal, State and Local Statutes and ordinances.
- Knowledge of law enforcement principles, procedures, practices and equipment.
- Ability to communicate clearly verbally and in writing.
- Ability to work when necessary, in all types of weather.
- Maintains appropriate technical knowledge through continuing self-study.
- Participation in continuing education and training programs as provided by the Department.
- Maintains appropriate knowledge on effects of legislative changes (state and federal) as they relate to the law enforcement.

Physical Demands:

Variety of physical effort, lifting, stooping, climbing and visual inspection of detailed materials is required.

Education:

- High school diploma or equivalent

Basin Police Department

Experience:

No experience is necessary for this position. We will provide all necessary training to the right candidate.

Necessary Special Requirements:

Must possess or be able to obtain a valid Wyoming Class "C" Driver's license.

Working Hours:

Police Department employees are required to be on call as scheduled. Flexible work schedule with some evenings and weekend responsibilities and occasional long hours.

I, _____, have reviewed the above job description. Date: _____

PLEASE SUBMIT YOUR APPLICATION TO:

**TOWN OF BASIN
ATTN: CHIEF KYLE MCCLURE
P.O. BOX 599
209 SOUTH 4TH STREET
BASIN, WYOMING 82410**

(307)568-3331