

## **Hiring Information-Teton County Sheriff's Office**

Applications for positions within the Teton County Sheriff's Office will be considered as new personnel are needed. A list of the top candidates will be established and maintained for one year after each hiring process. Minimum job qualifications follow:

- Education: High school or GED equivalent.
- Show of proof of being at least 21 years of age.
- Show of proof of a valid driver's license.
- Pass a written examination with a minimum score of 70 percent.
- Pass a physical agility test meeting the minimum requirements to enter the Wyoming Law Enforcement Academy. Must maintain good physical fitness while employed with the Teton County Sheriff's Office.
- Complete a pre-investigative questionnaire, personal history statement, medical history statement and produce required documents on a document transmittal sheet with a signed release giving access to personal and confidential information.
- Sign a conditional offer of employment.
- Submit to a polygraph test and a written and oral psychological evaluation.
- Complete a full background investigation with submission of your fingerprints for Federal, State and local clearances.
- Pass a physical and medical exam by a doctor of our choice.
- Successful applicants are employed on a probationary status for a period of (1) year.
- Salary range is 39,224 to 56,830 plus benefits. Teton County employee benefits include 80 hours paid vacation per year, 120 hours at 5 years, 160 hours at 10 years, 10 paid holidays, comprehensive medical, dental, and vision insurance benefits for family. The Teton County Sheriff's Office participates in the Wyoming retirement system, you pay 5.9% of the gross of each pay period and Teton County pays 11.25% of the gross of each pay period toward your retirement.

**EMPLOYMENT APPLICATION**

1. Position applied for \_\_\_\_\_

2. Name \_\_\_\_\_  
Last First Middle

3. Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work? If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Hire is subject to verification that applicant meets legal age requirements. If hired, can you show proof of age? YES \_\_\_\_\_ NO \_\_\_\_\_

5. Address \_\_\_\_\_  
City \_\_\_\_\_  
Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

6. Name, Address and Phone of person to be notified in case of an emergency:

\_\_\_\_\_

7. An offer of employment may be made contingent on the applicant passing a job-related physical examination.  
Can you perform all of the job functions specified on the attached job description, with or without reasonable accommodation? YES \_\_\_\_\_ NO \_\_\_\_\_  
Can you perform all of the tests/demonstrations/interviews required in the hiring process, with or without reasonable accommodation: YES \_\_\_\_\_ NO \_\_\_\_\_

8. Hire is subject to verification that applicant is a licensed driver. If hired, can you provide a valid driver's license? YES \_\_\_\_\_ NO \_\_\_\_\_

9. Hire is subject to verification that applicant can show legal right to work in the United States. Can you submit verification? YES \_\_\_\_\_ NO \_\_\_\_\_

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How did you learn of this job opening? \_\_\_\_\_

10. Education

|  |                |                               |             |                     |
|--|----------------|-------------------------------|-------------|---------------------|
| Names and Addresses of All Colleges Attended:              | Credits Earned | Semester/Quarter Hours Earned | Major/Minor | Degree/Certificates |
|  |                |                               |             |                     |
|  |                |                               |             |                     |
|  |                |                               |             |                     |
| Names and Addresses Of High Schools/Prep Schools Attended: |                |                               |             | Degree/Certificates |
|  |                |                               |             |                     |
|  |                |                               |             |                     |
| Names and Addresses of Other Schools Attended:             | Credits Earned |                               |             | Degree/Certificates |
|  |                |                               |             |                     |
|  |                |                               |             |                     |

11. Languages Applicant Reads, Speaks or Writes.

| Language | Read | Speak | Write |
|----------|------|-------|-------|
|          |      |       |       |
|          |      |       |       |
|          |      |       |       |

12. Relevant skills or experience acquired during applicant's U.S. Military Experience:

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13. P.O.S.T. Certifications

| Place Obtained | Hours Completed | Level of Certification | Status |
|----------------|-----------------|------------------------|--------|
|                |                 |                        |        |
|                |                 |                        |        |
|                |                 |                        |        |

14. **Employment History:** List below your entire adult work record for the past ten years. Start with your present or most recent job and work back. If you need more space, use another page. List each promotion separately. Under duties, describe the work you did and the number and kind of employees you supervised, if any. If unemployed for more than one month, write "unemployed" and explain why.

| Dates (Month/Yr) | Employer          | Title and Duties |
|------------------|-------------------|------------------|
| FROM             | NAME              | YOUR TITLE       |
| TO               | ADDRESS/PHONE     | DUTIES           |
| YRS      MOS.    | SUPERVISOR'S NAME |                  |
| Dates            | Employer          | Title and Duties |

|                            |                   |                         |
|----------------------------|-------------------|-------------------------|
| (Month/Yr)                 |                   |                         |
| FROM                       | NAME              | YOUR TITLE              |
| TO                         | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.                | SUPERVISOR'S NAME |                         |
| <b>Dates</b><br>(Month/Yr) | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                       | NAME              | YOUR TITLE              |
| TO                         | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.                | SUPERVISOR'S NAME |                         |
| <b>Dates</b><br>(Month/Yr) | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                       | NAME              | YOUR TITLE              |
| TO                         | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.                | SUPERVISOR'S NAME |                         |
| <b>Dates</b><br>(Month/Yr) | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                       | NAME              | YOUR TITLE              |
| TO                         | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.                | SUPERVISOR'S NAME |                         |

Employment History Continued:

|                         |                   |                         |
|-------------------------|-------------------|-------------------------|
| <b>Dates</b> (Month/Yr) | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                    | NAME              | YOUR TITLE              |
| TO                      | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.             | SUPERVISOR'S NAME |                         |
| <b>Dates</b> (Month/Yr) | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                    | NAME              | YOUR TITLE              |
| TO                      | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.             | SUPERVISOR'S NAME |                         |

| <b>Dates</b> (Month/Yr)  | <b>Employer</b>   | <b>Title and Duties</b> |
|--------------------------|-------------------|-------------------------|
| FROM                     | NAME              | YOUR TITLE              |
| TO                       | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.              | SUPERVISOR'S NAME |                         |
| <b>Dates</b> (Month/Yr)  | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                     | NAME              | YOUR TITLE              |
| TO                       | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.              | SUPERVISOR'S NAME |                         |
| <b>Dates</b> (Month /Yr) | <b>Employer</b>   | <b>Title and Duties</b> |
| FROM                     | NAME              | YOUR TITLE              |
| TO                       | ADDRESS/PHONE     | DUTIES                  |
| YRS    MOS.              | SUPERVISOR'S NAME |                         |

**Attach additional pages if necessary**

# Teton County Sheriff's Office

Jim Whalen, Sheriff

Box 1885, Jackson Hole, Wyoming 83001

(307) 733-4052

## **CONFIDENTIAL INFORMATION AGREEMENT FORM**

In the event you are not selected by the Teton county Sheriff's Office for employment, you will never be told on what grounds you were not selected. At no time will any part of the background investigations be made available to you or to the general public.

I have read the above and fully understand that no information concerning the decision or background investigation will be made available to me.

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Signature of Applicant

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Date

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Witness

**TETON COUNTY SHERIFF'S OFFICE  
PHYSICAL FITNESS STANDARDS**

Applicants for employment with the Teton County Sheriffs Department are required to pass a physical fitness test before hire. The standards are the minimum required by the Wyoming Law Enforcement Academy for acceptance. The testing is based on the standards and testing procedures from the Institute for Aerobic Fitness in Dallas, Texas.  
**NOTE:** The standards are adjusted for sex and age.

**FEMALE**

| <b>Ages</b>            | <b>20-29</b> | <b>30-34</b> | <b>35-39</b> | <b>40-44</b> | <b>45-49</b> | <b>50-54</b> | <b>55-59</b> | <b>60+</b> |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|
| Run<br>(1.5 mile)      | 15:26        | 15:57        | 16:28        | 16:58        | 17:26        | 17:55        | 18:20        | 18:44      |
| Sit Ups<br>(1 Minute)  | 32           | 25           | 22           | 20           | 17           | 14           | 10           | 6          |
| Push Ups<br>(1 Minute) | 23           | 19           | 16           | 13           | 12           | 11           | 8            | 5          |

**MALE**

| <b>Ages</b>            | <b>20-29</b> | <b>30-34</b> | <b>35-39</b> | <b>40-44</b> | <b>45-49</b> | <b>50-54</b> | <b>55-59</b> | <b>60+</b> |
|------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|
| Run<br>(1.5 mile)      | 12:51        | 13:36        | 14:03        | 14:29        | 14:58        | 15:26        | 16:05        | 16:43      |
| Sit Ups<br>(1 Minute)  | 38           | 34           | 31           | 29           | 26           | 24           | 21           | 18         |
| Push Ups<br>(1 Minute) | 29           | 24           | 21           | 18           | 15           | 13           | 11           | 10         |

- **PUSH-UPS** – are traditional push ups, from complete up position, down far enough to touch a fist on the ground with your chest. (Women will do “modified” push ups, with knees on the ground). Time limit is one minute.
- **SIT-UPS** – are traditional bent knee sit-ups. Time limit is one minute.

## TETON COUNTY, WYOMING JOB DESCRIPTION

|                    |                                 |
|--------------------|---------------------------------|
| <b>JOB TITLE:</b>  | Deputy Sheriff – Patrol Officer |
| <b>DEPARTMENT:</b> | Sheriff's Department            |
| <b>DIVISION:</b>   | Patrol - Operations             |

### **JOB SUMMARY:**

Performs a variety of complex law enforcement duties. Enforces Federal Laws, State Laws and County Ordinances for the protection of life, health, safety, welfare and property of the County's residents and the visiting public.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Teton County retains the right to modify or change the duties or essential functions of the job at any time.*

- Performs routine patrol duties for the purpose of preventing, detecting, and responding to suspicious or illegal activity.
- Responds to calls for service on an emergency or non-emergency basis.
- Conducts initial investigations of crime scenes/incidents to obtain pertinent facts and information.
- Conducts interviews of witnesses, victims, participants, or suspects at scene of incident or crime.
- Collects and preserves evidence and property at incident or crime scene.
- Arrests suspects involved in felony criminal activity; writes citations or arrests individuals involved in misdemeanor violations of the law.
- Prepares reports, forms, and documents related to patrol activities.
- Appears in court as witness/complainant to provide testimony.
- Provides assistance, direction, and support to persons in need during non-law enforcement emergency and non-emergency situations.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Participates as necessary in emergency/disaster management, special event or VIP security, tactical situations and court security. These efforts may be in conjunction with or in assistance to an outside agency call for service or investigation.
- Conducts special projects and assignments as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of law enforcement principles, procedures, techniques and equipment.
- Working knowledge of the policies, procedures, methods utilized by the Department.
- Working knowledge of Federal Law, State Law, and County Ordinances.
- Ability to maintain Department proficiency standards in the use of firearms.
- Ability to safely operate a County vehicle in normal and adverse conditions.
- Ability to participate in the definition of community policing as an evolving organizational strategy and personal philosophy based on values emphasizing problem solving partnerships with members of the community and County at large.
- Ability to acquire skill in the use of office and field equipment.
- Skill in utilizing problems solving strategies.
- Knowledge and ability to apply technical and mechanical skills associated with Sheriff's duties.
- Ability to successfully complete in-service/mandatory training.
- Ability to act with tact and impartiality.
- Ability to communicate information to the layperson in an understandable manner.
- Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
- Knowledge of current technological capabilities and applications.
- Ability to remain calm and respond appropriately to emergency and/or threatening situations.
- Ability to protect oneself and others in threatening situations.
- Ability to physically subdue and control unruly and resisting individuals.
- Ability to perform law enforcement duties requiring good physical and psychological conditioning.
- Ability to establish and maintain effective working relationships with other professionals, peer, superior and subordinate employees, the media, court officials, suspects, and witnesses, and other employees of the organization, Board members, other advisory councils and the general public.

## **PHYSICAL REQUIREMENTS:**

*The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.*

- Spends 60% of the time sitting and 40% of the time either standing, walking or running while in the field or office.

- Must possess sufficient strength to carry a human being from a hazardous area (average burden - 150 lbs.) and sufficient strength to push/pull materials such as vehicles and debris (average burden – 150 lbs.).
- Climbs, balances, stoops, kneels, bends, crouches, crawls and twists as necessary during the discharge of duties.
- Must possess sufficient physical capability to overcome and restrain a combative or resistive subject.
- Ability to work with hands above shoulder height and with arms extended at shoulder height with up to 50 lbs. as required during the discharge of duties.
- Ability to grasp and manipulate office, hand and technical equipment and similar other tools and materials.
- Verbal and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the two way radio, intercom system and telephone.
- Auditory capacity enabling the detection of sounds related to criminal or suspicious activity.
- Visual and fine/gross motor skills enabling the use of a firearm, office and field equipment.
- Visual and fine/gross motor skills enabling the safe operation of an emergency vehicle during normal, emergency, pursuit and hazardous weather situations.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity in order to observe all elements and distinguish color/descriptions of vehicles, suspects, victims and other relevant information.
- Ability to use a computer daily for short periods of time.
- Olfactory sensory capabilities to detect criminal/hazardous situations.

**OTHER REQUIREMENTS:**

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is utilized to carry out the operational duties of the department.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Ability to speak one or more foreign languages is helpful, particularly Spanish.