



## Juvenile Services Officer Application Information

**IMPORTANT-** Applicants should read through the application instructions and information on this position in its entirety before completing the attached employment application. The applicants should make sure they understand the job requirements for this position and that they meet the qualification standards.

### APPLICATION INSTRUCTIONS

1. This application consists of six (6) parts.
  - A. The Application Information Sheet\*
  - B. The Physical Agility Assessment Form\*
  - C. Screening Checklist
  - D. Application
  - E. Authorization to Release Information
  - F. Self Identity Form
- \* **Due not submit with application. Please keep for your information only.**
2. Applications must be **COMPLETELY FILLED OUT, SIGNED, AND DATED.** Applications and any required supporting documents must be completed by the applicant only. Incomplete or illegible applications will not be processed. Please print in black ink or type only. Resumes may be attached, but do not submit a resume in place of this application.
3. The Screening Checklist and Authorization to Release Information **require a Notarized signature.**
4. This application and any attachments are official property of this agency and will not be returned. You should retain a copy for your own future references. **DO NOT SUBMIT THIS INFORMATION SHEET WITH THE APPLICATION.** Applications are kept on file for one (1) year from the date of receipt. Applicants will be notified of the next testing for this position. It is your responsibility to notify Human Resources of any changes in your address or phone number.
5. Applications may be left at the front desk during normal business hours or mailed to:

**Laramie County Government  
Attn: Human Resources  
310 W. 19<sup>th</sup> Street  
Cheyenne, WY 82001**

## **Juvenile Services Center**

### **History**

The Laramie County Commissioners in April 2010 voted unanimously to build a 24-bed, \$7.5 million juvenile detention facility. The commissioner accepted \$4.6 million in federal stimulus money for the project and began construction at the Archer Complex east of Cheyenne. The construction of the Juvenile Services Facility is expected to be completed summer 2012.

Previously the Juvenile Detention facility was ran by a third-party private firm. On December 20, 2011, in order for the county to have better financial control and to move toward a community centered facility, the commissioners voted for the Sheriff Department to run the center.

### **Sheriff Department**

The Laramie County Sheriff's Department, located in Cheyenne, Wyoming provides law enforcement for the unincorporated areas in Laramie County. In addition, the department operates the only 24-hour detention facility within the county holding local, state and federal inmates. The department presently has 155 full-time employees, with 110 of those positions being held by commissioned patrol and detention deputies.

### **Required Certification**

Juvenile Services Officers are required to attend the Wyoming Law Enforcement Academy, at the department's expense, for the WLEA basic course for officer certification within one year of being hired. This course is 8 weeks long. Persons currently certified, either in Wyoming or other states, may not need to attend some or all of the basic academy. This depends on the length and type of academy attended, dates of law enforcement employment and other factors. However, Wyoming Peace Officer's Standards and Training (POST) will require certified out-of-state applicants to pass a challenge exam and/or other requirements to achieve Wyoming Certification, as well as attendance at specified courses at a minimum.

### **Benefits**

Laramie County Government provides its employees a variety of competitive benefits that include health and dental insurance, retirement, paid time off, life insurance and flexible spending accounts. For a detailed listing and explanation of our benefit plan please go to the Laramie County website:

[http://www.laramiecounty.com/departments/human\\_resources/index.asp](http://www.laramiecounty.com/departments/human_resources/index.asp)

### **Selection Process**

- 1 Ergometric Testing- test for the skills and attitude needed to work with juvenile offenders
- 2 Physical Agility Assessment (Based on Wyoming Law Enforcement Academy Standards – Copies of Male and Female Assessment Standards are attached)
3. Formal Oral Interview
4. A Conditional offer of employment may be offered after successfully passing steps 1-3.
5. Extensive Background Investigation
6. Drug Screen
7. Pre-Employment Polygraph Examination
8. Medical Examination
9. Psychological Examination
10. Administrative Review

**Laramie County Juvenile Services Center  
13794 Prairie Center  
Cheyenne, W Y 82001**

**Physical Agility Assessment Form**

All standards are based on the Wyoming Law Enforcement Academy (WLEA) required entry-level minimums (for Peace Officer and Detention Basics).

**MALE ENTRY LEVEL:**

<u>Event:</u>	<u>Age Group:</u>						
	<u>20 to 29:</u>	<u>30 to 34:</u>	<u>35 to 39:</u>	<u>40 to 44:</u>	<u>45 to 49:</u>	<u>50 to 54:</u>	<u>55 to 59:</u>
1 minute Sit-ups	38	34	31	29	26	24	21
1 minute Push-ups	29	24	21	18	15	13	11
1 ½ mile Run	12:51	13:36	14:03	14:29	14:58	15:26	16:05

**FEMALE ENTRY LEVEL:**

<u>Event:</u>	<u>Age Group:</u>						
	<u>20 to 29:</u>	<u>30 to 34:</u>	<u>35 to 39:</u>	<u>40 to 44:</u>	<u>45 to 49:</u>	<u>50 to 54:</u>	<u>55 to 59:</u>
1 minute Sit-ups	32	25	22	20	17	14	10
1 minute Push-ups	23	19	16	13	12	11	8
1 ½ mile Run	15:26	15:57	16:28	16:58	17:26	17:55	18:20

As of: February 25, 2005

**NOTE:** Numbers listed for each event indicate minimum number of repetitions to meet WLEA 40% standard for each event. Numbers for the run indicates the maximum time standard to reach to 40% level for that event.



**EMPLOYMENT APPLICATION**  
**Youth Services Officer**

**APPLICANT INFORMATION**

Date of Application \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Address: \_\_\_\_\_

Street

City

State

Zip Code

Home Telephone: \_\_\_\_\_

Cell No: \_\_\_\_\_

Area code Number

Area code Number

Work Telephone: \_\_\_\_\_

Area Code Number

**MINIMUM REQUIREMENTS**

Have you been employed with us before? Yes  No

**If yes, in what capacity?** \_\_\_\_\_

➤ Are you a U.S. Citizen or legally permitted to work in the U.S.? Yes  No

➤ Are you 21 years of age or older at the time of this application? Yes  No

➤ Are you willing and able to work shift work, including weekends and holidays? Yes  No

➤ Have you graduated from High School or possess a G.E.D. Certificate? Yes  No

Have you ever been arrested for, or convicted of a Felony Offense in a Court of Law?

Yes  No

➤ Have you ever been arrested for, or convicted of a Misdemeanor Offense in a Court of Law? Yes  No

➤ Have you ever been arrested for Domestic Violence? Yes  No

Have you ever been convicted for Domestic Violence in a Court of Law? Yes  No

➤ Have you ever been convicted for an offense that was the result of a domestic violence arrest? Yes  No

➤ Has your driver's license been suspended within the last three years? Yes  No

➤ Have you had three or more moving violations within the last three years? Yes  No

➤ Have you had a DUI or a Driving Impaired citation within the last three years? Yes  No

**APPLICANTS DO NOT WRITE BELOW - FOR OFFICE USE ONLY**

Minimum Requirements Met

Passed Written WY POST General Knowledge Exam

Passed the Physical Agility Testing

Passed Interview

Yes  No

Yes  No

Yes  No

Yes  No

**WORK HISTORY:** List all jobs in reverse order starting with your present or last job. List your entire work history or until all the blocks below are filled. Include volunteer, part-time, temporary, self-employment and military jobs. This section must be accurate and complete. Fill in all blanks for each job listed. Do not submit a resume.

EMPLOYER:  
ADDRESS (CITY/STATE)  
(NO. P.O. BOXES):

FROM MO/YR : TO MO/YR JOB TITLE:

STARTING MONTHLY SALARY: \$

CURRENT OR ENDING SALARY: \$

DUTIES:

REASON FOR LEAVING  
(OR STILL CURRENTLY  
EMPLOYED?):

EMPLOYER:  
ADDRESS (CITY/STATE)  
(NO. P.O. BOXES):

FROM MO/YR : TO MO/YR JOB TITLE:

STARTING MONTHLY SALARY: \$

CURRENT OR ENDING SALARY: \$

DUTIES:

REASON FOR LEAVING  
(OR STILL CURRENTLY  
EMPLOYED?):

EMPLOYER:  
ADDRESS (CITY/STATE)  
(NO. P.O. BOXES):

FROM MO/YR : TO MO/YR JOB TITLE:

STARTING MONTHLY SALARY: \$

CURRENT OR ENDING SALARY: \$

DUTIES:

REASON FOR LEAVING  
(OR STILL CURRENTLY  
EMPLOYED?):

EMPLOYER:

ADDRESS (CITY/STATE)

(NO. P.O. BOXES):

FROM MO/YR :

TO MO/YR

JOB TITLE:

STARTING MONTHLY SALARY: \$

CURRENT OR ENDING SALARY: \$

DUTIES:

REASON FOR LEAVING  
(OR STILL CURRENTLY  
EMPLOYED?):

EMPLOYER:

ADDRESS (CITY/STATE)

(NO. P.O. BOXES):

FROM MO/YR :

TO MO/YR

JOB TITLE:

STARTING MONTHLY SALARY: \$

CURRENT OR ENDING SALARY: \$

DUTIES:

REASON FOR LEAVING  
(OR STILL CURRENTLY  
EMPLOYED?):

EMPLOYER:

ADDRESS (CITY/STATE)

(NO. P.O. BOXES):

FROM MO/YR :

TO MO/YR

JOB TITLE:

STARTING MONTHLY SALARY: \$

CURRENT OR ENDING SALARY: \$

DUTIES:

REASON FOR LEAVING  
(OR STILL CURRENTLY  
EMPLOYED?):

**EDUCATIONAL HISTORY:** List schools in reverse order starting with your present or the last college attended. Make sure to include all colleges, vocational schools, and academics, etc. whether a degree was obtained or not.

College/Vocational Schools Attended	Degrees Obtained/Major
College/Vocational Schools Attended	Degrees Obtained/Major
College/Vocational Schools Attended	Degrees Obtained/Major

## **ACKNOWLEDGEMENT AND DISCLAIMER**

I understand that any false statements or the use of deception, omission, or fraud in any part of the selection process for this position may subject me to disqualification for this position, or if hired, result in my dismissal. I certify that the statements made in this application are correct and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at employment decisions.

This application for employment is effective for the position applied for only. A separate application must be submitted for each position vacancy.

I hereby understand and acknowledge that Juvenile Services Officers of Laramie County will have a minimum eighteen (18) months probationary period after which employment is governed by Wyoming State Statute 18-3-611. During the probationary period Laramie County can terminate employment at any time for any reason or no reason and there are no promises, express or implied, for continued employment, and no one may modify these conditions of employment.

Laramie County policies are not intended to be construed as part of any employment relationship or contract, and are simply general statements of organizational policy.

Laramie County policies are subject to unilateral change under direction of the governing body, the board of Laramie County Commissioners.

I understand that I am required to abide by all rules and regulations of the employer.

Additionally, I understand that if selected for a Juvenile Services Officer position I will be required to attend the Wyoming Law Enforcement Academy within one year of the date of employment (unless the Wyoming Peace Officer's Standards and Training Commission allows for a temporary extension of time). Acceptance and attendance at the Wyoming Law Enforcement Academy and/or any training required by the department will necessitate a 2 year service contract with the Laramie County Sheriff's Department. Failure to complete the contract may result in this agency seeking reimbursement for all training costs.

***Laramie County is an Equal Opportunity and Drug Free Employer***

***APPLICANT SIGNATURE:*** \_\_\_\_\_

***DATE:*** \_\_\_\_\_



# Laramie County Juvenile Services Center

## Screening Checklist

**Instructions:** Please read the following checklist and indicate your response by checking **Yes** or **No**, and **placing your initials next to your response**. By initialing, you verify that you have read and understand the information asked of you. **ADDITIONALLY, YOUR SIGNATURE MUST BE NOTARIZED ON PAGE 2 OF THIS FORM.** If you have any questions or do not understand the "application process," please ask Human Resources for an explanation.

Name: \_\_\_\_\_

First

Middle

Last

Date: \_\_\_\_\_

### Acknowledgement

I am willing to undergo a comprehensive background investigation, including contacts with all references, employers, co-workers, close personal associates, etc., and review of my driving record, credit history, criminal history, and service in the military as well as undergo a pre-employment polygraph, psychological evaluation, physical examination, and a urinalysis drug test.

(Check one) (Initial)

Yes  No  \_\_\_\_\_

### **Disqualifications**

(Check one) (Initial)

I am aware that refusal to submit to a medical examination, psychological examination, polygraph and urinalysis is grounds for **disqualification** from the process.

Yes  No  \_\_\_\_\_

### **Have you ever:**

1. Been convicted of any felony charge or for any type of theft? Yes  No  \_\_\_\_\_
2. Used any illegal drugs in the last 2 years? Yes  No  \_\_\_\_\_
3. Used Marijuana within the last three years? Yes  No  \_\_\_\_\_
4. Used Heroin, LSD, PCP or Acid? Yes  No  \_\_\_\_\_
5. Illegally used Steroids? Yes  No  \_\_\_\_\_
6. Used designer drugs such as Ecstasy, Crystal Meth., Crank, or similar? Yes  No  \_\_\_\_\_
7. Been arrested for DWI or DUI in the last 3 years? Yes  No  \_\_\_\_\_
8. Sold any illegal drugs at any time in your life? Yes  No  \_\_\_\_\_
9. Have you been arrested for child abuse/neglect? Yes  No  \_\_\_\_\_
9. Omitted, misstated, or falsely stated any information in writing, or orally to the Personnel Officer during the course of the application process? Yes  No  \_\_\_\_\_
10. Been convicted, entered a guilty plea or been given probation before judgment for any assault that occurred in a domestic setting? Yes  No  \_\_\_\_\_

11. Been convicted of three moving violations within the past three years? Yes  No  \_\_\_\_\_

12. Had your driver's license suspended? Yes  No  \_\_\_\_\_

If yes, give reason(s) \_\_\_\_\_

Year driver's license suspended \_\_\_\_\_

Worked or attended school under any other name? Yes  No  \_\_\_\_\_

If yes, give name(s): \_\_\_\_\_

14. Have you been or are you currently a Law Enforcement Officer (Peace Officer, Detention Officer, or Corrections Officer; certified or non-certified.) Yes  No  \_\_\_\_\_

If yes:

Are you now *or* have you ever been suspended or on Administrative Leave (paid or unpaid)? Yes  No  \_\_\_\_\_

With what Law Enforcement Agency? : \_\_\_\_\_

**Warning:** Any intentional false statement in this document or willful misrepresentation will result in disqualification from the application process. If the misrepresentation is discovered after hiring, you may be subject to inquiry and suitable administrative or disciplinary action up to and including dismissal.

**I hereby acknowledge that I have read this document entitled "Screening Checklist" for and to the best of my knowledge and belief, the declarations made by me on this form are true.**

**Please do not sign this form until you are told to do so by the notary public.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Social Security #: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn/affirmed to before me

This \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a position with The Laramie County Sheriff's Department, I am required to furnish information for use in determining my qualifications. In this connection, I do hereby authorize the release and full disclosure of any or all information that you may have concerning me. This includes information of a confidential or privileged nature to any duly authorized agent of the Laramie County Sheriff's Department.

I hereby release you, your organization, or others from liability or damage that may result from furnishing the information requested.

I further understand that the Laramie County Sheriff's Department is using the information obtained to conduct a background investigation on me. And, that I am not entitled to, nor do I have the privilege to read, review, or discuss, any information obtained by the Laramie County Sheriff's Department.

I do not use a social network.

I use a social network and will, when requested, assist in any review of the site during the background investigation.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

This release will expire one (1) year after the date signed.

\_\_\_\_\_  
*(PRINTED NAME)*

\_\_\_\_\_  
*(SIGNATURE)*

\_\_\_\_\_  
*(DATE)*

State of \_\_\_\_\_ )

)SS

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by

\_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Witness my hand and official seal.

\_\_\_\_\_ My Commission Expires: \_\_\_\_\_

**NOTARY PUBLIC**

