



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. 19th 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

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>						
	20 to 29:	30 to 34:	35 to 39:	40 to 44:	45 to 49:	50 to 54:	55 to 59:
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>						
	20 to 29:	30 to 34:	35 to 39:	40 to 44:	45 to 49:	50 to 54:	55 to 59:
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? _____

Have you ever applied for a position with Laramie County Sheriff Department before? Yes No

If yes, when? _____

➤ 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: _____

JUVENILE SERVICES CENTER
13794 Prairie Center
Cheyenne, WY 82009



Danny L. Glick
SHERIFF

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 include all social media I have participated in, 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.

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.

NOTARY PUBLIC My Commission Expires: _____

APPLICANT INVITATION TO SELF-IDENTIFY

Please read all instructions carefully before completing this form

Laramie County Sheriff's Department is committed to ensuring equal opportunity to all applicants without regard to race, color, sex, religion, national origin, age, disability, veteran status, or any other basis of discrimination protected by applicable local, state or federal law.

In order to evaluate and improve our recruiting processes and to respond to federal recordkeeping and reporting requirements, we invite you to complete this brief form. **Providing this information is voluntary; refusal to provide the information will not result in any adverse treatment. This information form will be kept in a separate, confidential file and will be used only for government reporting purposes. It will not be used for employment purposes.**

RACE/ETHNIC GROUPS:

I do not wish to self-identify

American Indian or Alaskan Native (Non-Hispanic or Latino)-All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Asian (Non-Hispanic or Latino)- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, the Philippine Islands and Vietnam.

Black or African American (Not of Hispanic origin)- All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander (Non-Hispanic or Latino)- A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (not of Hispanic or Latino origin)- All persons having origins in any of the original peoples of Europe, North Africa or the Middle East

Sex:

I do not wish to self-identify

Male **Female**

How did you find out about this position?

Newspaper Classified Ad

Name: _____

Employee Referral

County Website

Job Fair

Workforce Center

County Job Board

Other: _____

Name: _____
Last First Middle

Position applying for: _____ Date: _____

Applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability or any other classification protected by Federal, State or Local Law.