City of Casper
POLICE DEPARTMENT
201 North David — First Floor
Casper, Wyoming 82601

MEMO TO: APPLICANTS FOR ENTRY LEVEL POLICE OFFICER
CITY OF CASPER POLICE DEPARTMENT

FROM: SGT. CHRIS HADLOCK, CAREER SERVICES

SUBJECT: SETTING OF TESTING DATE AND TESTING PROCESS

The Casper Police Department will begin the testing process on Wednesday, December 1, 2010, to establish an eligibility list for entry level police officers. The testing schedule is as follows:

Applicants are required to present a drivers' license at sign-in. Your valid driver's license may be requested at each step in the testing process.

Wyoming Law Enforcement Academy Physical Fitness Test – On Wednesday, December 1, 2010; sign-in is at 7:30 a.m.; and the physical fitness testing begins at 8:00 a.m.

This test will be given at the Casper Events Center, 1 Events Drive, in the Summit Room on the second floor. The run will be conducted on the concrete concourse. Please park in the back entrance parking lot at 3 Trails Road. The WLEA physical fitness test consists of a 1-minute sit-up test, 1- minute push-up test, and a 1½ mile run. Each individual test must be passed at the 50th percent level of the enclosed criteria. It is strongly recommended that you wear clothing that is appropriate for engaging in this type of physical exercise. **This is a pass/fail test, and you must pass the requirements for this test to proceed to the written test.**

Written Test – On Wednesday, December 1, 2010; the written test process begins after everyone completes the physical fitness test.

If you have one, please bring a copy of your DD2-14 to the written test.
This test will be given in the Casper Events' Center's Summit Room also. **You must pass this test with a 75% or better to be scheduled for an oral interview.**

As you prepare for the upcoming exam, you can access I/O Solutions study guides on-line at www.publicsafetyrecruitment.com or by calling them at 800-343-HIRE. The Enhanced Edition National Criminal Officer Selection Inventory Study Guide includes a study guide plus a practice exam and is priced at $14.95. The Standard Edition, National Criminal Officer Selection includes only the study guide and is priced at $5.95. Physical fitness test clothing is acceptable during the written test.

Administration (307) 235-8225 • Records (307) 235-8300 • Investigations (307) 235-8286 • Communications (307) 235-8278
FAX (307) 235-8229 • Website www.cityofcasperwy.com

Oral Interview

Oral interviews are scheduled for **December 2 and 3, 2010,** for the top 35 candidates who pass the physical fitness test and the written examination. We will make every effort to give scheduling priority to out-of-town applicants for their oral exam. **You must pass this test with a 75% or better to be considered for the eligibility list and to proceed with the testing process.** Upon completion of the oral interview, you might be asked to complete a personal history questionnaire.

The written test is weighted at 40% and the oral interview is weighted at 60%. These two scores will be combined for your aggregate or total score. This aggregate score will determine rank on the Civil Service eligibility list for the hiring process.

Requests to view written test results and/or score sheets must be submitted in writing to the Civil Service Commission within ten days of the date of the written examination.

As positions become available, a background check will be performed; after which, an additional trip to Casper might be necessary in order to complete the testing process, which includes a medical physical examination and drug screen, interview with the Chief of Police, polygraph examination, and psychological examination.

To be eligible for the testing process, an application must be on file.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE CONCERNING THIS TESTING PROCESS.

Please contact the Casper Police Department at (307) 235-8472 or the Human Resources Department at 307-235-8344 if you have any questions.

On-line applications and the information in this memorandum can be obtained on the City of Casper website at **www.casperwy.gov**.

Please call Claudia Heaney at the Casper Police Department (307) 235-8472 or sign and return this confirmation reply, with application if not already on file, to:

Casper Police Department
Attn: Claudia Heaney
201 N. David, 1st Floor
Casper, WY 82601

☐ Yes, I will participate in the Casper Police Department's Entry Level Police Officer Test Process.

☐ No, I am not interested in pursuing employment with the Casper Police Department at this time.

_____ _____
Signature Date

_____ _____
Current Address Phone Number

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Employment Suitability

The following are grounds for disqualification for employment with the Casper Police Department and **Will Be Checked By Polygraph:**

- Any intentional misrepresentation or omission of information on any of the required paperwork or during the interview process,
- Commission of any crime classified as a felony, whether convicted or undetected.
- Conviction of any crimes of domestic violence.
- No applicant for employment will be considered by this agency when the applicant has a history of extensive illicit drug use, or any history of delivery or transportation of a controlled substance for profit, or is a "current" user of illicit drugs. "Current" use is any use of marijuana or the abuse of prescription drugs that has occurred within the PAST THREE (3) YEARS," or the use of any other illicit drug (cocaine, methamphetamine, LSD, etc.) within the PAST FIVE (5) YEARS. Any illicit drug involvement is subject to review to determine suitability for employment.

The following will also be checked by a polygraph examination and evaluated on a case by case basis to determine suitability for employment with the Casper Police Department:

- Theft from prior employers;
- All drug usage;
- Involvement in any undetected crimes;
- Involvement in the abuse of law enforcement powers;
- Theft of money or anything of value from a prisoner;
- Involvement in anything that could be used for extortion or blackmail;
- Involvement in the falsification of records;
- Undue bias or prejudice based on sex, race, religion, creed, national origin, age, or disability;
- Some other specific areas covered are providing false information regarding military record, driving record, gambling habits, alcohol use, and disciplinary actions.
- Any conduct or activity reflecting upon the good moral character of the applicant.

If you have any questions or concerns regarding this please contact Sgt. Hadlock of the Casper Police Department at 307-235-8490.