



MATTHEW H. MEAD  
Governor

JOHN F. COX  
Director, WYDOT

WYOMING  
**whp**  
HIGHWAY PATROL

MAKING A DIFFERENCE



COL. JESS OYLER  
Administrator

Dear Applicant,

The Wyoming Highway Patrol will be conducting testing for Trooper positions sometime in July 2011. This will be for a January 2012 Academy for civilians and an April 2012 Academy for certified officers.

Once we post a test date on our web site ([whp.state.wy.us](http://whp.state.wy.us)), you will be able to submit an application on-line. Once your application is approved, we will notify you by mail or e-mail.

The first day of testing will consist of a written test and/or an oral interview. The written test is administered by the Wyoming Peace Officers Standards and Training Commission (P.O.S.T.) If you receive a passing score on the P.O.S.T. test, you will be scheduled for an oral interview on the same day.

- Testing Fee \$35 (cash only).
- You must score a minimum of 70% in each of the four tested categories
- **If you have already taken the Wyoming P.O.S.T. test and meet the above requirement, please bring your test results with you to the testing site.** Please remember the P.O.S.T. test is good for one year from the date you took the test.

On the second day of testing, we will conduct the physical agility test (a copy of the agility standards is enclosed) and you may be completing psychological paperwork.

This is a progressive testing process. You must score high enough in each step of the process to proceed to the next step. All applicants are subject to drug screening and a polygraph examination during the hiring process.

You **must** provide the following documents at the testing site:

1. **Photo I.D.:** which shows your date of birth  
(drivers' license, state issued I.D. card, or military I.D.)
2. **U.S. Birth Certificate or U.S. Naturalization papers:** original or certified copy
3. **High school diploma:** (original or certified copy)  
**or** GED certificate (original or certified copy)  
**or** college transcript (original or certified)  
*\*showing high school attended and year of graduated*

Veteran preference points are offered to those who qualify.

Applicants who successfully complete the aforementioned tests will be invited back, at a later date, for an interview with our psychologist and to complete several written psychological questionnaires, and for a polygraph.

Those hired will be required to attend 13 weeks of academy training and 13 weeks of Wyoming Highway Patrol training. If a person is a certified peace officer, they may only be required to attend the final 13 weeks of training. Individuals will be paid full recruit salary during the academy, and the State will pay for the cost of the training.

Thank you for your interest in our organization. If we can be of further assistance, do not hesitate to contact us.

Sincerely,

Captain L.R DeClercq  
Safety, Training, & Records Officer

# WYOMING HIGHWAY PATROL

The State of Wyoming is comprised of 97,914 square miles and has a population of 509,000. Within the boundaries of the state are 28,456 miles of urban and rural highways. The primary function of the Wyoming Highway Patrol is to enforce the state's motor vehicle traffic laws on the 6,800 miles of state highways. In the State of Wyoming there are 572,623 motor vehicles registered and 370,713 licensed drivers. State statute authorizes enforcement of any criminal violation and the investigation of illegal activity. In addition to the state's traffic laws, Wyoming State Troopers may enforce brand inspection laws of the State of Wyoming, Wyoming Game and Fish violations, and violations of the state's criminal statutes.

## Sworn Trooper Personnel

The Wyoming Highway Patrol has an authorized strength of 207 sworn Troopers.

As a statewide law enforcement agency, the Wyoming Highway Patrol operates five (5) geographical patrol districts. Within those districts are nineteen (19) patrol divisions. Highway safety in Yellowstone and Grand Teton National Parks is provided by National Park Rangers. Troopers within the 19 divisions may have full time day-to-day specialties such as commercial carrier enforcement, executive protection, or K-9 and many more part-time specialties.

## Non-sworn Personnel

The Wyoming Highway Patrol could not operate without its contingent of civilian personnel. The non-sworn members of the patrol include records and administrative assistants, communications operators, overweight loads, Evidence and Recovered Property Technician, grant specialists and Port of Entry personnel.

Non-sworn personnel number 162 and are stationed at District Offices, Ports of Entry, Headquarters Complex and in various places throughout the state.

## Minimum Hiring Qualifications for Trooper

Wyoming residency is not required to apply or to take the examinations.

Must be 21 years of age on or before the date of entrance examinations.

Must have successfully completed high school or equivalent (GED), and have 2 years of work experience@ working with the public.

Must be a citizen of the United States of America. Wyoming Highway Patrol will not sponsor citizenship.

Must successfully complete all required entry-level examinations.

Must not have been convicted of nor have a record of:

A conviction for any criminal offense, which, in the opinion of the Administrator, would tend to harm the integrity of the Patrol.

Any revocation, suspension, denial, or disqualification of their driver=s license or driving privilege within the three year period prior to the date of the qualifying examination. (Applicants **cannot** participate in the testing process until three (3) years has passed from the ending date of any such revocation, suspension, denial, or disqualification).

A record of several preventable motor vehicle collisions or convictions for moving traffic violations, which would indicate the applicant, may be detrimental to highway safety.

Vision - Visual acuity must be 20/20 in each eye or correctable to 20/20 or better as indicated below:

Uncorrected visual acuity greater than 20/100 must be corrected to 20/20 or better through the use of soft contact lenses. (No glasses or hard contact lenses).

Uncorrected visual acuity between 20/20 and 20/100 may be corrected to 20/20 or better through the use of hard or soft contact lenses or glasses.

A candidate must be a successful contact wearer for at least six months prior to appointment to recruit school.

Candidates who have undergone surgical procedures to improve visual acuity must do so at least six months prior to appointment to recruit school.

### **Miscellaneous**

Applicants will be advised of duty station assignments when given the job offer before they start the Academy.

### **Physical Agility Test Standards**

7/07

## **WYOMING HIGHWAY PATROL APPLICANT FITNESS TESTING PROCESS**

Candidates should wear athletic clothing (such as sweat pants, T-shirts, and suitable footwear) appropriate for rigorous activity. Each candidate who participates will be required to sign a waiver of liability. Be advised that the elevation in Cheyenne is 6,062 feet and may affect your performance.

**EVENT #1:** **AGILITY RUN:** From a prone position behind a start line, on command rise and sprint to a line

30 feet away. Place one foot over that line and sprint back to the starting line; then zig zag in a figure eight fashion around four cones placed ten feet apart, returning to the start line. Upon reaching the start line, sprint back to and from the 30-foot line once again. **Must be completed in 18.4 seconds.**

**EVENT #2:** **BENCH PRESS:** Lie on bench with feet flat on the floor. Lower the bar with weight to your chest. On command, push weight up while exhaling. First weight will be light for warm up. You will be given successive heavier weight until you cannot push the bar up. You should reach maximum weight in approximately five attempts. One maximum bench press of 155 lbs. or a weight equivalent to 67% of the applicant's body weight is required. **Either qualifies as passing.**

**EVENT #3:** **VERTICAL JUMP:** At a standing position arm is extended up above head and wall is marked at point of highest reach. Jump as high as possible touching above the marked point (You are allowed one step before jumping). Your score will be the difference between your standing mark and jumping mark. You will get three attempts on this event. **Must jump 15 inches.**

**EVENT #4:** **300 METER RUN:** On command, without assistance, run 300 meters or 328 yards on a level surface to the finish line, (on a standard 440 track, the 300-meter line is 112 yards from the finish line). **Must complete the run within 63 seconds.**

## **Five Minute Rest**

**EVENT #5:** **PUSH-UPS:** Begin in the up position with feet no more than 12 inches apart. The back buttocks and legs must be in a generally straight line from head to heels. On command, lower the body until the upper arms, shoulders, and lower back are parallel to the ground. Return to the starting position by locking your elbows for one repetition. Perform as many as possible. **30 push-ups required.**

5 Minute Rest

**EVENT #6:** **SIT-UPS:** Lie on your back with knees bent at approximately 90 degrees and heels on the ground (a helper may keep your feet in contact with the ground) with the tips of your fingers placed behind your ears (finger tips must remain behind your ears throughout the event). Lift your upper body by bending at the waist. Your face should break an invisible plane perpendicular to the surface with your elbows touching your knees. Return to the starting position with shoulder blades touching the surface for one repetition. Perform as many as possible in one minute. **34 sit-ups required.**

Disqualification will result of any sit-up repetition where the following occurs; arching of the back; lifting the buttocks from the surface; moving fingers forward of ears; failure to break the vertical plane and touch the knees; stopping to rest in the down position; or failure to touch shoulders to the surface.

30 Minute Rest

**EVENT #7:** **1.5 MILE RUN:** On command run 1.5 miles (six laps) around a standard 440 track. **Must complete the run in 16 minutes, 27 seconds.**

## **Phase II:**

If hired by the Wyoming Highway Patrol and you are not a currently certified law enforcement officer (whether in WY or another state), you will be required to pass the below WLEA entry level

requirements on the first day of the academy.

## **WYOMING LAW ENFORCEMENT ACADEMY ENTRY-LEVEL PHYSICAL REQUIREMENTS**

1. 12-min. Walk/Run (miles):

**Males:** Age 20-29 = 1.45, Age 30-34 = 1.39, Age 35-39 = 1.36, Age 40-44 = 1.33, Age 45-49 = 1.29, Age 50-54 = 1.25, Age 55-59 = 1.20

**Females:** Age 20-29 = 1.25, Age 30-34 = 1.21, Age 35-39 = 1.17, Age 40-44 = 1.13, Age 45-49 = 1.09, Age 50-54 = 1.06, Age 55-59 = 1.02

2. 1-min. Sit-ups\*:

**Males:** Age 20-29 = 38, Age 30-34 = 34, Age 35-39 = 31, Age 40-44 = 29, Age 45-49 = 26, Age 50-54 = 24, Age 55-59 = 21

**Females:** Age 20-29 = 32, Age 30-34 = 25, Age 35-39 = 22, Age 40-44 = 20, Age 45-49 = 17, Age 50-54 = 14, Age 55-59 = 10

3. 1-min Push-ups\*\*:

**Males:** Age 20-29 = 29, Age 30-34 = 24, Age 35-39 = 21, Age 40-44 = 18, Age 45-49 = 15, Age 50-54 = 13, Age 55-59 = 11

**Females:** Age 20-29 = 23, Age 30-34 = 19, Age 35-39 = 16, Age 40-44 = 13, Age 45-49 = 12, Age 50-54 = 11, Age 55-59 = 8

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### Required Certification to Become a Patrol Officer

Those selected to be Patrol Officers must successfully complete the Wyoming Highway Patrol Recruit Academy and be certified by the Wyoming Peace Officers Standards and Training Commission. See [Training Sequence](#) (below).

### Training Sequence

Non-certified recruits (Trooper IV): attend the WLEA Basic Academy (13 weeks), WHP Basic (12 weeks), commissioned & moves to duty station, FTO for a minimum of fifty (50) working days and then work the road on their own.

Wyoming certified officers (Trooper III, if qualified): attend WHP Basic (12 weeks), commissioned & moves to duty station, FTO for a period of thirty (30) working days then work the road on their own,

Out-of-state certified officers (Trooper III qualified): attend WHP Basic (12 weeks), commissioned & moves to duty station, attend WLEA Wyoming Criminal Law & take [Challenge Exam](#) (2-1/2 weeks), FTO for a period of thirty (30) working days and work the road on their own.

Training costs and full salaries during this training are paid by the State of Wyoming. Lodging at the Wyoming Law Enforcement Academy and meals (for the recruit only) is provided during the training period and are paid by the State of Wyoming. Recruits are required to stay at WLEA during the training period.

### Probation Period

ALL applicants accepted as Patrol recruits must serve a one-year probationary period. Patrol Officers may be required to accept assignments and to reside and serve in any duty station as deemed necessary by the Administrator. The recruit will pay the cost of moving to the first duty station.

### Salary

The starting salary for a Trooper IV (no experience) is \$2,981 per month (Trooper IV moves up to Trooper III, salary \$3,515, after one year of service). Those who have prior law enforcement experience, upon approval of the Administrator, may start at a Trooper III entry level. The starting salary at Trooper III is \$3,515 per month. Higher salaries are paid to Troopers who attain Trooper II and Trooper I status through training experience and additional duties and that have met the minimum qualifications.

Longevity pay of \$40 per month is given for every five years of continuous service.

A 5% pay differential is paid for hours worked after 6 P.M. and before 6 A.M. and for any scheduled shift time worked on weekends. All Troopers do have to work a shift schedule, which includes days, nights, weekends and holidays.

Troopers receive overtime pay for hours worked in excess of 160 hours in a work period of at least one and one-half times their regular rates of pay. Overtime pay earned in a 28-day work period is paid on the regular payday for the pay period in which the wages were earned.

Automatic payroll deposit is mandatory.

### Holidays

Nine (9) paid holidays are observed each year. Troopers are paid overtime for all holidays if they are scheduled to work those holidays.

### Uniforms and Equipment

All equipment and uniforms, except boots/shoes, are provided by the State. A monthly allowance of \$75 is given for the cleaning of the Trooper=s uniforms.

Each officer is issued a take-home patrol vehicle, which is the officer=s responsibility. Vehicle maintenance and expenses are paid for by the State. Patrol vehicles vary in make, size and model and may be specialized vehicles depending on the Troopers assignment. The take-home patrol vehicle is not to be used for personal transportation when off duty.

### Sick Leave Rates

Rate of accrual for sick leave is eight (8) hours per month. An unlimited number of days may be accrued.

### Vacation Leave Rates

Vacation leave accruals are determined by the amount of completed continuous months of service at the following rate:

### Months of Service

0 thru 48 = 8 hrs. Per month

49 thru 108 = 10 hours

109 thru 168 = 12 hours

169 thru 228 = 14 hours

229 or more = 16 hours

### Maximum VTT Carry-Over

0 thru 48 = 240 hrs. (30 days)

49 thru 108 = 240 hrs. (30 days)

109 thru 168 = 288 hrs. (36 days)

169 thru 228 = 336 hrs. (42 days)

229 or more = 384 hrs. (48 days)

### Benefits B Medical Insurance

Our organizations Health Insurance Program is a Preferred Provider Organization (PPO). Great-West Life handles the Health program. Employees are provided full health insurance coverage.



On your computer go to <http://personnel.state.wy.us/EGI/Index.htm>

Select the current year for the rate & contribution sheet for your monthly rate.

In general there is an initial deductible, the State Health Plan pays in-network and in-state providers for covered medical expenses at 80 or 85 percent. This amount may be less, if care is received from an out-of-state non-network provider or if pre-certification is not obtained for in-patient care and outpatient surgery from non-network providers.

The employee and their dependents have 31 days from date of eligibility to enroll. Coverage begins on the first day of the month following employment. Various deductibles are available.

### Deductible Amounts

Deductible for a single employee is \$350/\$700 or \$750/\$1,500.

Deductible for an employee w/spouse and/or dependants is \$350/\$700 or \$750/\$1,500.

There is an out-of-pocket stop loss amount of \$10,000 individual &/or \$20,000 family.

### Vision Insurance

NONE

### Dental Insurance

Our organizations Health Insurance Program is a Preferred Provider Organization (PPO). Delta Dental of Wyoming handles the Health program. Employees are provided full dental insurance coverage. Full dental coverage is provided for dependents.

The preventive dental is required with the health plan.

Orthodontia is NOT included in the dental plan.

Co-Pay benefits are as follows:

Visits to the Dr. = 50%

Preventative visits are at = 100%

### Deductible Amounts

Deductible amounts for single employee and employee with family is 50%

Deductible amounts for employee w/spouse and/or dependants are \$50.00 per person or \$100.00 per family.

### Life Insurance

Our program does offer Life Insurance benefits at 100% to both employee and 100% coverage for dependents.

Life Insurance coverage is offered to the employee at a flat amount of term. It is age rated.

Life Insurance coverage is offered to dependents at a flat amount of \$1.20. It is age rated.

We DO NOT provide *short-term disability* program or *long-term disability* program.

### Retirement Benefits

Any employee in service who has attained age sixty-five (65), shall be retired not later than the last day of the calendar month in which his 65<sup>th</sup> birthday occurs [W.S. 9-3-607 (d)].

Employees are offered a Deferred Compensation Plan (457 Plan) and an Employee Retirement Plan. Retirement benefits are 100% paid by the state into the system. Holiday, longevity and shift pay are subject to the 22.33% of the Troopers total salary that is paid in to the retirement system per month. An employee must wait six (6) months from date of hire before they can participate in the retirement program.

An employee is vested in our retirement system with full benefits after six (6) years. An employee can retire but cannot as yet receive pension payments until age fifty (50), or any age after twenty-five (25) years of service if one has made at least four (4) years of contributions to the system.

Any employee retiring with twenty-five (25) or more years of service may elect to retire and receive a benefit upon attaining age fifty (50).

The percentage of retirement earnings is calculated on the employee=s highest three (3) annual salaries at 2.5% per year with a maximum of 75% (which is reached at 30 years of service).

### Deferred Compensation Plan

The state provides a voluntary deferred compensation plan that works somewhat like an IRA. Withdrawal

is triggered by termination of employment or retirement. All contributions are tax deferred until the time of withdrawal. This is an employee-funded plan. Presently, the State of Wyoming contributes \$20.00 per month to employees enrolled in the Deferred Compensation Program.