

RESOLUTION 1394

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF LANDER
APPROVING AND ADOPTING THE POLICE DEPARTMENT SUPPORT
SERVICES COORDINATOR JOB DESCRIPTION, AND SUPERSEDING AND
REPLACING THE JOB DESCRIPTION FOR THE POSITION OF POLICE
DEPARTMENT RECORDS CLERK**

WHEREAS, pursuant to Section 12-2-6 of the Lander City Code, the Mayor and City Council have adopted a Personnel Policies and Procedures Manual; and

WHEREAS, the Personnel Policies and Procedures Manual includes a compensation plan containing job descriptions for City positions; and

WHEREAS, the Governing Body has determined that the duties and responsibilities of the Police Department warrant the creation of the position of Police Department Support Services Coordinator; and

WHEREAS, the Governing Body further finds that the existing job description for the position of Police Department Records Clerk should be superseded and replaced by the attached job description for the position of Police Department Support Services Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Lander, Wyoming, that the Job Description for the position of Police Department Support Services Coordinator, attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved and adopted as part of the City's Personnel Policies and Procedures Manual and Compensation Plan.

BE IT FURTHER RESOLVED that, effective upon adoption of this Resolution, the previously adopted job description for the position of Police Department Records Clerk is hereby superseded and replaced in its entirety by the attached Job Description for the position of Police Department Support Services Coordinator.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2026.

The City of Lander
A Municipal Corporation

Attest:

By: _____
Missy White, Mayor

Rachelle Fontaine, City Clerk

CERTIFICATE

I, Rachelle Fontaine, hereby certify that the foregoing Resolution was adopted by the Governing Body of the City of Lander at a special regular meeting held on July 14, 2026 and that the meeting was held according to law; and that the said Resolution has been duly entered into the minute book of the City of Lander.

Rachelle Fontaine, City Clerk