



Thank you for your interest in joining the Elkins Police Department. Please review the enclosed materials and return your completed application as soon as possible.

**Applications will not be accepted after 4 p.m. on Friday, February 5.**

The purpose of this testing process is to generate the civil service list from which appointments will be made in the event that any openings arise or new positions are created. Lists remain valid for three years. There is currently one or more vacancies.

To apply:

- Review materials in this packet.
- Bring completed application to Elkins City Hall (401 Davis Avenue) by above date/time.

This packet contains the following materials. Please double check to make sure you have all of these documents, as they will help you prepare for and understand the testing process, in addition to the compensation and benefits enjoyed by Elkins police officers.

- Police Civil Service Application
- Civil Service Testing Schedule (with test locations)
- Advisory to Police Applicants
- Compensation and Fringe Benefits
- Physical Agility Test Information

There is no study guide available through the state office that supplies the tests that we use. However, study guides for many different police tests are available from book stores, online, and in public libraries, and reviewing any of these will help you prepare for this test.

##

# APPLICATION FOR POLICE CIVIL SERVICE TEST

Name (Last Name First) \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 Home Telephone Number (\_\_\_\_) \_\_\_\_\_ Daytime Telephone Number (\_\_\_\_) \_\_\_\_\_  
 Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

## SPECIAL PURPOSE QUESTIONS

Height \_\_\_\_ Feet \_\_\_\_ Inches                      Weight \_\_\_\_ Lbs.                      Are you a U. S. Citizen Yes \_\_\_\_ No \_\_\_\_

Is the state of your health and your physical capacity currently sufficient to allow you to safely and efficiently perform the duties of a police officer? Yes \_\_\_\_ No \_\_\_\_

I understand and agree that I may be required to take a physical examination and/or an agility test. I agree to take such test(s) at such time as designated by the Commission and to release the Commission, its members, officers or agents from any claim arising in connection with the use of such test(s). Yes \_\_\_\_ No \_\_\_\_

Have you been convicted of a felony or misdemeanor? Yes \_\_\_\_ No \_\_\_\_ Describe \_\_\_\_\_

Have you been convicted of Domestic Violence? Yes \_\_\_\_ No \_\_\_\_

Have you taken the Elkins Police Department entry-level written exam in the last three years? Enter dates below:

## EDUCATION

	NO. OF YEARS ATTENDED	NAME OF SCHOOL	CITY	COURSE	DID YOU GRADUATE?
High					
College					
Other					

Criminal Justice or related degree? Yes \_\_\_\_ No \_\_\_\_                      \_\_ Associate's \_\_ Bachelor's \_\_ Advanced

## MILITARY SERVICE RECORD

Branch of Service \_\_\_\_\_ Discharge Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Honorable? Yes \_\_\_\_ No \_\_\_\_ Rank \_\_\_\_\_

Service-connected disability? Yes \_\_\_\_ No \_\_\_\_ Presently in National Guard or Reserve? Yes \_\_\_\_ No \_\_\_\_ Date obligation ends \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICATION FOR POLICEMEN'S CIVIL SERVICE TEST - (CONTINUED)**

**RESIDENCES**

(List All For the Previous 5 Years)

ADDRESS	CITY	STATE	FROM	TO

**BUSINESS & EMPLOYMENTS**

(List All For the Previous 5 Years)

NAME & ADDRESS OF COMPANY	FROM	TO	LIST YOUR DUTIES	REASON FOR LEAVING

I acknowledge that I was informed that **I must have photo identification in my possession on the day of the written test** and, if selected for interview and planning to claim extra points for military service, service-related disability, and/or criminal justice or related degree, must produce documentation of same at the interview (DD-214 form, service-connected disability award letter, diploma, etc. **THIS WILL BE VERIFIED DURING BACKGROUND CHECK**). Yes \_\_\_ No \_\_\_

I, (print name): \_\_\_\_\_, do solemnly swear or affirm that the foregoing information contained in this application is true and accurate to the best of my knowledge and belief. I understand that any misrepresentations, falsifications, or omissions may be grounds for disqualification or dismissal.

\_\_\_\_\_  
**Signature of Applicant**

# Elkins Police Department

## Civil Service Testing Schedule

### Saturday, Feb. 6: written test

**8 a.m.**

Elkins Fire Department, 2<sup>nd</sup> Floor  
216 4th Street  
Elkins, WV 26241

### Saturday, Feb. 13: physical fitness test

**9 a.m.**

Elkins High School  
100 Kennedy Drive  
Elkins, WV

### Tuesday, Feb. 16: interviews

(All candidates who pass the written and physical tests must sit for a brief interview with the three members of the Police Civil Service Commission.)

**5:00-9:00 p.m.** (20-minute time slots assigned after physical fitness test)

Elkins City Hall  
City Clerk's Office, 2<sup>nd</sup> Floor  
401 Davis Avenue  
Elkins, WV 26241

**\*Please inform us ASAP if your work schedule or other commitments might interfere with this interview time slot, and we will try but cannot guarantee to accommodate you.**

***For questions/more information, contact:***

Sutton Stokes  
(304) 636-1414, ext. 1211  
[sstokes@cityofelkinswv.com](mailto:sstokes@cityofelkinswv.com)

# City of Elkins

## Advisory to Police Applicants

Because the Elkins Police Department holds its police officers to high standards, we subject all applicants to:

- **Exhaustive background investigations.** These include but are not limited to searches of government databases for arrests, convictions, and confirmation of details about military service. We also conduct interviews of family members, employers, and acquaintances. These interviews *are not limited* to people who have agreed to provide you with references. We interview **anyone we choose**.
- **Medical and psychological testing.** Not everyone is suited for police work, either mentally or physically. We use board-certified physicians and psychologists to ensure that applicants meet our stringent medical and psychological standards. (You must also pass a challenging physical fitness test during the application process. **Many applicants fail this test**, so please see the attached explanation for details and **start training now.**)
- **Polygraph testing.** All applicants will be interviewed by an FBI-certified polygraph technician. Some people believe that they can fool a polygraph test. Those people are wrong. Applicants attempting to conceal past actions that are incompatible with service as a police officer will be **identified and rejected**.

In addition to past criminal activity, we are also searching for **any other factors that indicate poor judgment or weak moral character**. Grounds for rejection include (but are not limited to):

- Past termination for cause from other law enforcement agencies.
- Termination for certain causes by other past employers.
- Drug use or related activity, ***even if*** you were never arrested or convicted of a crime.
- Chronic unexplained credit delinquency. (We understand that honest people experience hardships. We are willing to consider your circumstances, but we cannot hire officers who show an unjustifiable pattern of failing to fulfill contracts and agreements.)
- Personal indiscretions. Examples include but are not limited to inappropriate pictures on the internet, a reputation for disorderly behavior or violence, and any indications of an inability to show professionalism toward all members of our community.

Tattoo policy:

- No offensive tattoos (the chief will be the final judge of whether a tattoo is deemed offensive).
- No tattoos visible when wearing long-sleeved uniform.

##

# City of Elkins

## Entry Level Police Officer

### Compensation & Fringe Benefits

#### COMPENSATION

- Probationary period of employment (day 1 through day 365): \$13.02 per hour, or \$27,082 per year, straight time only.
- Officers must frequently work overtime. Overtime is paid at one and one-half times the regular rates of pay reflected above.
- The hourly rate of pay for non-probationary patrolmen is \$15.00 per hour.
- Officers with 1 or more years of longevity are eligible for an annual supplemental compensation payment of \$3,000 or more.

On average, there are 26 paydays per year. City employees are paid every other Friday.

*Officers who leave employment with the city during their first year must repay their training costs.*

#### TAKE HOME CRUISER

Elkins Common Council adopted a policy whereby each non-probationary officer would be assigned a cruiser that can be taken home (maximum 35 road miles one way).

#### ANNUAL LEAVE

An officer earns 1.5 hours of annual leave per paycheck, or 4 days and 7 hours per year, from the date of hire until the end of year one. During year two, the earning is 3 hours per paycheck, 9 days and 6 hours per year. The earnings of annual leave increase thereafter. (Annual leave is earned and accrued from date of hire; however, it cannot be used until completion of the initial 90-day period of employment.)

#### SICK LEAVE

An employee earns 5 hours of sick leave per paycheck, or 16 days and 2 hours per year. (Sick leave is earned and accrued from date of hire; however, it cannot be used until completion of the initial 90-day period of employment.)

#### HEALTH INSURANCE

The employer currently pays the majority of WV PEIA Plan B health insurance coverage premium. A cash payment, in excess of regular pay, is available for employees who do not take health insurance coverage.

#### LIFE INSURANCE

The City pays for the premium for \$10,000 of coverage. Additional coverage is available at the employee's expense.

#### HOLIDAYS

Thirteen paid holidays are observed annually: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, West Virginia Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and two Personal Days. (New employees are not paid for holidays until they have completed the initial 90-day period of employment. Personal days are available only to persons employed January 1 of each year.)

#### RETIREMENT

Civil Service officers participate in the Elkins, WV Policemen's Pension and Relief Retirement Fund. Officers contribute 9.5 percent of each gross pay. The City contribution is determined by actuarial requirement.

**West Virginia State Police  
Physical Ability Standards**

**PUSH-UPS** – Designed to measure upper body muscular endurance and absolute strength. Applicants must be able to complete 27 properly executed push-ups within one minute.

The hands are placed about shoulder width apart. The administrator places a fist on the floor below the applicant's chest.

Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower the body to the floor until the chest touches the administrator's fist. Applicant then returns to the up position.

**SIT-UPS** – Designed to measure abdominal muscular endurance. Applicants must be able to complete 29 properly executed sit-ups within one minute.

The applicant starts in the up position, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.

A partner holds the feet down firmly.

In the up position, the applicant should pass the elbows over the knees then return until the shoulder blades touch the floor. Any resting must be done in the up position.

**1.5 MILE RUN** – Designed to measure cardiovascular capacity. Applicants must be able to complete the 1.5 mile run within 14 minutes, 52 seconds.

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles; testing forms to record data.

The applicant should refrain from smoking or eating for two hours preceding the test.

Allow adequate time prior to the test for stretching and warm-up exercises.

During the administration of the test, the applicants can be informed of their lap times. If several applicants run at once, their individual times at the finish can be called out and recorded later.

An important consideration at the end of the run is the "cool down" period. The applicants should be cautioned about sitting or standing around immediately after the run to prevent venous pooling. They should be instructed to walk an additional five minutes or so in order to enhance venous return and aid in recovery.

**HOW TO PREPARE FOR THE TESTS**

Consult your physician prior to starting this exercise program. The following guidelines are presented based on a twelve (12) week period preceding screening.

Preparing for the PUSH-UPS (upper body strength):

Determine how many push-ups you can do in one (1) minute. At least three (3) times per week do three (3) sets of the amount you can do in one (1) minute.

Preparing for the SIT-UPS (muscular endurance).

The progressive routine is to do as many bent-leg sit-ups (hands folded across the chest with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets (three (3) groups of the number of repetitions you did in one (1) minute).

**Preparing for 1.5 MILE RUN (cardiovascular capacity):**

Below is a gradual schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

WEEK	ACTIVITY( Miles )	DISTANCETIME ( Minutes)	FREQUENCY ( Week )
1	Walk 1	17-20	5
2	Walk 1.5	25-29	5
3	Walk 2	32-35	5
4	Walk 2	28-30	5
5	Walk/Jog 2	27	5
6	Walk/Jog 2	26	5
7	Walk/Jog 2	25	5
8	Walk/Jog 2	24	4
9	Jog 2	23	4
10	Jog 2	22	4
11	Jog 2	21	4
12	Jog 2	20	4

Applicants must successfully pass this pre-employment physical ability examination. These tests have been validated and demonstrate the ability to perform job-related tasks necessary to carry out the essential functions of the position of state police officer.

The tests described are graded as pass or fail; acceptance is based upon successfully passing all four measures.