



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

Applications will not be accepted after 4 p.m. on Tuesday, June 13, 2023.

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 are currently three vacancies.**

To apply:

- Review materials in this packet.
- Bring completed application (PCSC Form 1) to Elkins City Hall (401 Davis Avenue) by above date/time.
- Complete online registration for written test (see instructions included in this packet).

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
- Online test registration information
- 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 bookstores, online vendors and in public libraries, and reviewing any of these will help you prepare for this test.

##

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.

##

APPLICATION FOR POLICE CIVIL SERVICE TEST

Name (Last, First, MI) _____ Today's Date ___/___/___

Social Security Number _____ Driver's License Number _____

Email _____

Address _____ City _____ ST _____ ZIP _____

Home Telephone Number (____) _____ Daytime Telephone Number (____) _____

Date of Birth ___/___/___ Place of Birth (City and State) _____

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 School					
College/University					
Other					

Criminal Justice or related degree? ___ Yes ___ No ___Associate's ___ Bachelor's ___ Advanced

MILITARY SERVICE RECORD

Branch of Service _____ Discharge Date ___/___/___ Rank _____

Present Membership 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 the same at the interview** (DD-214 form, service-related disability award letter, diploma, etc. **THIS WILL BE VERIFIED DURING BACKGROUND CHECK**). Yes___ No___

I, _____, 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

2023 Civil Service Testing Schedule

Saturday, June 17

Elkins High School

Testing and interviews will be conducted Saturday, June 17 at Elkins High School (100 Kennedy Drive).

- 9 am: Physical fitness test
- 12:30 pm: Written test
- 3 pm: Interviews

Candidates passing the physical fitness test will sit for the written test. (Applicants will have the option of using the school locker room to clean up after the PT test.)

Candidates passing both tests will sit for brief interviews with the members of the Elkins Police Civil Service Commission.

You must bring photo ID. If you are claiming extra points for veteran status, education, etc., remember to also bring documentation to the interview. If you do not bring documentation to the interview, you will not receive your extra points.

For questions/more information, contact:

Sutton Stokes, City Clerk
401 Davis Ave.
Elkins, WV
304-636-1414, ext. 1211
suttonstokes@cityofelkinswv.com

Elkins Police Department

Entry Level Police Officer

Compensation & Fringe Benefits

Compensation

- **First year:** \$17.81/hr + OT, haz. duty pay, longevity pay (\$500)
- **Starting second year:** \$19.07/hr + OT, haz. duty pay, longevity pay (\$3,000)
- **Compensation increases:** All city employees are eligible for an annual raise of 1% or more given available funds and performance evaluation. Officers also receive pay increases upon achievement of a new rank.
- **Overtime:** Paid at one and one-half times base hourly rate.

(Officers who leave employment during their first year must repay a pro-rata amount of training costs.)

Other Perquisites And Benefits

- Take-home cruiser (maximum 35 road miles one way)
- Annual leave: Starting at 78 hours per year, with periodic increases
- Personal days: Three per year after first January 1 worked
- Sick leave: 130 hours per year
- Holidays: Eleven paid holidays per year (with two additional during federal election years)
- Health insurance: Employer pays majority of WV PEIA health insurance coverage
- Life insurance: Employer pays for first \$10,000; additional coverage available at minimal employee cost
- Retirement: West Virginia Public Employees Retirement System defined benefit pension plan

Signing Bonus
\$7,500 for WV Certified Officers

Registration for Online Entry Level EPD Police Officer (Deputy Sheriff) Testing

The written test for entry-level officers for the Elkins Police Department is an online test provided by the West Virginia Division of Personnel (DOP). To apply to become an EPD officer, you must **(1)** apply to the city using the paper form in the application packet you received and **(2)** register for the online test following the instructions below. The online registration form is a generic one used for testing for all state jobs and some of what is asked does not apply to EPD. If you have any questions or run into any problems while registering, please call for assistance: 304-636-1414, ext. 1211. **Complete this registration no later than June 13.**

1. Navigate to <https://www.governmentjobs.com/careers/wv>
2. Set up an account. **IMPORTANT:** You will need this log-in information to access your test on testing day. **WRITE DOWN YOUR PASSWORD OR TAKE A PICTURE OF IT ON YOUR PHONE AND KEEP IT SAFE.** Also, the email address you register with is the one where you will receive important notifications about your test, so make sure it is one you monitor regularly.
3. Search for “Deputy Sheriff”.
4. Select Deputy Sheriff Entry Level A. (Even though you are not applying to be a deputy sheriff, this is the correct choice. On the next page, ignore language about “county commission” or “sheriff’s office” and continue with the instructions below.)
5. Click Apply.
6. You do not need to fill out all parts of the application, as the only purpose of this registration is to register for online testing.
 - a. On the “Info” tab, complete the sections called “Contact Information” and “Personal Information.” You do not need to answer the “Preferences” section.
 - b. On the “Questions” tab, complete all questions marked with a red asterisk. (For “Shifts,” simply make a selection. This selection does not have any bearing on your eventual work schedule.)
 - c. You should be able to proceed to “Review” and “Certify” without filling out any other sections. (In other words, you do not need to complete Work, Education, Additional, References, or Attachments.)
7. You will eventually receive an email confirming that your application has been received.

Several days before the test date, you will receive two emails from CourseMill. Check spam/junk files if you do not receive them. If you do not receive these emails, contact DOP by email (DOPTest@wv.gov) or phone (304-414-0887/304-414-0881) no later than the final business day before the test date.

POLICEMEN'S CIVIL SERVICE COMMISSION
OF THE CITY OF ELKINS, WEST VIRGINIA

STRENGTH AND AGILITY SCREENING

Date: _____

Name of Applicant: _____

ID Number for run: _____

PASS

FAIL

I. Upper Body Strength

Applicant must be able to complete 18 properly executed push-ups within one minute.

II. Muscular Endurance

Applicant must be able to complete 28 properly executed sit-ups within one minute.

III. Aerobic Power

Applicant must be able to complete the 1.5 mile run within 00:14:36.

Test administered/witnessed and results attested to by:

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____