



# CITY OF FAIRMONT

CITY/COUNTY COMPLEX  
P.O. Box 1428  
200 Jackson Street  
Fairmont, West Virginia 26555-1428  
(304) 366-6211  
(304) 366-0228 FAX  
www.fairmontwv.gov

TO: All Police Officer Applicants

FROM: Janet Keller, City Clerk

SUBJECT: Police Officer Application and Informational Packet

DATE: December 5, 2016

The City of Fairmont is accepting applications for the position of Police Officer. Please be advised that the following information will be required at the time of filing your application for the position of Police Officer:

- 1) Civil Service Application (application is attached)
- 2) Copy of Birth Certificate
- 3) Copy of Driver's License
- 4) Copy of High School Diploma or GED
- 5) Current Photo (individual photograph – does not include picture on driver's license)
- 6) Medical Release Form for Physical Agility Test (attached)

Enclosed for your review is a copy of the requirements for the position and a copy of the fitness standards for the physical agility test and for entrance into the West Virginia Police Academy.

All applications, medical release forms and other required information are to be returned to the City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, **by 1:00 p.m., Wednesday, February 8, 2017** in order to be eligible to take the physical agility and written test.

Please note that once you return your application, medical release form and other requested information, you are to take the physical agility and written exam on **Monday, February 27, 2017, at 2:00 p.m., at the Fairmont Armed Forces Reserve Center** (Hershel "Woody" Williams Armory) located at 201<sup>st</sup> Artillery Drive, Fairmont. This is the new Armory building that is located off Morgantown Avenue near the W. S. Thomas Trucking Company in Fairmont. Please note that the written test will be held immediately after the physical agility exam is given.

If you have any questions or need additional information, please feel free to contact me at 304-366-6212, ext. 329.

## **Press Release**

**The City of Fairmont is now accepting applications for the position of Probationary Police Officers. The City Clerk's Office will be accepting applications until Wednesday, February 8, 2017 at 1:00 p.m. Once applications are received, this will allow the applicant to take the physical agility exam and Probationary Police Officer written examination on Monday, February 27, 2017 at 2:00 p.m. at the Fairmont Armed Forces Reserve Center located in Fairmont.**

**Once applications are submitted to the City Clerk's Office, the applicant will have to complete and pass a physical examination whereas each applicant must do 28 sit-ups in one minute; 18 push-ups in one minute and run 1.5 miles in 14 minutes and 36 seconds or less. After passing the physical agility exam, the applicant will take the Police Officer Civil Service Examination which is a two-hour exam that deals with basic knowledge of the ability to observe and remember details, vocabulary, reading comprehension, ability to follow directions, ability to problem solve and use logic, and ability to use situational judgment. Once an applicant passes the physical agility and written examination, he or she will then be ranked by their test score on a list of applicants eligible to be hired as a Probationary Police Officer.**

**To obtain an application, contact the Fairmont City Clerk's Office at (304) 366-6212, ext. 329 or email the City Clerk at [jkeller@fairmontwv.gov](mailto:jkeller@fairmontwv.gov). To contact the City Clerk by mail, write to: City of Fairmont; Attention: City Clerk's Office; PO Box 1428; Fairmont, WV 26555-1428. For additional information, please contact the City Clerk at the above listed phone number or email address.**

**The benefit package for a new hire Police Officer has a starting salary of \$35,162.00 with a salary of \$38,231.00 after one year probation. Each Officer will earn 2 weeks vacation after the first year; 12-14 paid holidays per year; and six (6) personal days per year after the completion of the probationary period. Each Officer is offered PEIA health Insurance.**

**CITY OF FAIRMONT  
POLICE OFFICER**

The City of Fairmont is accepting applications for Police Officer.

**Requirements for Applicants:**

1. Must be between the age of 18 and 40 on the date of application;
2. Must possess a valid driver's license;
3. Must have a high school diploma or GED;
4. Must within one year of the date of appointment establish and maintain a permanent residence within 15 air miles of the Marion County Courthouse.
5. Must successfully complete and pass various mandatory examinations.

Applications and informational packets may be obtained at the City of Fairmont, City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, West Virginia, between 8:30 a.m., Monday, December 5, 2016 and 1:00 p.m., Wednesday, February 8, 2017. The last day to accept applications is 1:00 p.m., Wednesday, February 8, 2017. The physical agility test and written examination will be given on Monday, February 27, 2017.

Janet L. Keller  
City Clerk

**POLICE CIVIL SERVICE COMMISSION  
CITY OF FAIRMONT, WEST VIRGINIA**

**APPLICATION FOR POLICE OFFICER**

(Use typewriter or print in ink)

PCSC (02/11)

1. Full Name: \_\_\_\_\_

(a) What nicknames or other names are you known by or have you used in the past?

\_\_\_\_\_

2. Present Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(a) How long at this address: \_\_\_\_\_

3. Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Email address: \_\_\_\_\_

4. Give all residence addresses for the previous 10 years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Age: \_\_\_\_\_

7. Date of Birth: \_\_\_\_\_

8. Place of Birth: \_\_\_\_\_

9. Social Security Number: \_\_\_\_\_

10. To the best of your knowledge, are you in good health and physically capable of performing the duties of a police officer? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Beginning with your present or most recent employer, please provide us a complete record of all employment for the previous ten (10) years. (Include service in the armed forces, if applicable). Show all periods of unemployment. If former employers are out of business, so state. If you were in business for yourself, give nature of business and location. Be accurate showing all of your time. If you do not have sufficient space to give a complete employment record, attach an additional sheet and continue.

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

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PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

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PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

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PRESENT EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

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(You may continue this listing on an attached sheet. You must list all previous employments, including temporary and part-time work)

12. If you intended to rely on the **Veteran's Preference Points**, attach proof that (a) you have been honorably discharged from the armed forces of the United States OR (b) that you are a bona fide member of the United States military reserves or National Guard and have completed military basic training prior to the date of the test.

Do you intend to rely on Veteran's Preference Points? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Do you have an active certification as a **West Virginia Law Enforcement Officer**? If so, attach proof or a copy of your certification if you intended to rely on the West Virginia Law Enforcement Officer Points.

Do you intend to rely on WV Law Enforcement Officer Points? Yes \_\_\_\_\_ No \_\_\_\_\_

14. Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

15. If so, what is your driver's license number? \_\_\_\_\_ State \_\_\_\_\_

16. Describe Yourself: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Where do you see yourself in the future as far as law enforcement is concerned: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE:** (1) You will be required to present positive proof of identification at the time the test is given; (2) Additional information and testing will be required if you advance to later stages of the selection process.

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**ALL APPLICANTS MUST SIGN THE FOLLOWING CERTIFICATE:**

I certify that all of the foregoing information is true and accurate. I am aware that should investigation disclose misrepresentations or falsifications, the Commission may refuse to examine me or to certify me as eligible, I may be rejected by the Appointing Officer, I may be terminated if I have already been hired, and I will be disqualified from applying in the future for any position with the City of Fairmont.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

STATE OF WEST VIRGINIA  
COUNTY OF \_\_\_\_\_, TO-WIT:

\_\_\_\_\_, the applicant in the foregoing application, being duly sworn by me, affirms that the statements and facts contained in the foregoing application are true and to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**IF YOUR ADDRESS OR PHONE NUMBER CHANGES AFTER FILING THIS APPLICATION,  
PLEASE NOTIFY THE CITY CLERK OF SUCH CHANGE**

**PLEASE ATTACHED A CURRENT PHOTO OF YOURSELF ON THIS PAGE. THE PHOTO CANNOT HAVE ANYONE ELSE IN THE PICTURE WITH YOU. THE PHOTO WILL REMAIN ON FILE WITH YOUR APPLICATION AND WILL NOT BE RETURNED.**

## MEDICAL RELEASE FORM

Before being permitted to take the police officer agility test, candidates must have this medical release form signed by a certified licensed medical physician.

On this \_\_\_\_\_ day of \_\_\_\_\_, the applicant, \_\_\_\_\_, presented this document for my signature. It is my opinion that the applicant is physically fit to perform the police officer agility examination.

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Signature of Examining Physician

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Physician's Address

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Telephone Number

**CITY OF FAIRMONT  
POLICE DEPARTMENT  
PHYSICAL AGILITY STANDARDS**

The City of Fairmont Police Civil Service Commission conducts a physical agility examination for applicants. The agility exam consists of the following:

- **18 Push-Ups within one minute**
- **28 Sit-Ups within one minute**
- **1.5 Mile Run within 14 minutes, 36 seconds**

An applicant must attain a passing score on each event (that is, performs at the passing level for push-ups, sit-ups, and the 1.5 mile run.

**PUSH-UPS** – Designed to measure upper body muscular endurance and absolute strength. Applicants must be able to complete 18 properly executed push-ups within one minute.

*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. The applicant then returns to the up position.*

**SIT-UPS** – Designed to measure abdominal muscular endurance. Applicants must be able to complete 28 properly executed sit-ups within one minute.

*The applicant starts by lying on the back, 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 touch the elbows to the knees and 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, 36 seconds.

*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.*

*An important consideration at the end of the run is the "cool down" period. The applicant 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.*

# CITY OF FAIRMONT NEW POLICE OFFICER BENEFITS

Updated 12/01/16

## SALARY

Salary for Probationary Officer	\$35,162.00
Salary after one year probation	\$38,231.00

## INSURANCE BENEFITS

Insurance    **Public Employees Insurance Association (PEIA)**  
New employees will pay 20% of their insurance costs.  
The costs listed below are as of 12/01/16.

Example:    **PEIA Plan A**            Single Coverage – Monthly Cost  
Non-smoker = \$137.20  
Smoker = \$187.20

Family Coverage – Monthly Cost  
Non-smoker = \$304.40  
Smoker = \$354.40

**PEIA Plan B**            Single Coverage – Monthly Cost  
Non-smoker = \$88.20  
Smokers = \$113.20

Family Coverage – Monthly Cost  
Non-smoker = \$178.40  
Smoker = \$228.40

\*\*\* Other insurance options are available.

## SICK DAYS

FOP members hired after July 1, 2004 shall accrue sick leave at the rate of four (4) hours pay credit for each month of completed service. Sick leave will be earned and accrued from hire date but may not be used until probationary period is completed.

## HOLIDAYS

Legal Holidays are based on section 2-2-1 of the West Virginia State Code. There are currently 12 holidays per year plus additional days for elections.

## **VACATION DAYS**

FOP Members earn vacation based on the FOP contract at the following rate:

1-5 years	10 days
6-10 years	15 days
11-15 years	20 days
16-20 years	25 days
21+ years	30 days

Vacation is accrued on a bi-weekly basis. Vacation will be earned and accrued from hire date but may not be used until probationary period is completed.

## **PERSONAL DAYS**

FOP members are given six personal days per year, after completion of the probationary period.

## **UNIFORM ALLOWANCE**

FOP members are given a clothing order form annually around July 1<sup>st</sup> to order new uniforms/equipment. Employees in uniform receive an annual allowance up to \$400.00 per fiscal year. New officers will be outfitted based on what we already have on hand and what their immediate needs are.

## **TRAINING**

New officers that have not been certified are required to attend the West Virginia State Police Academy within one year of hire. This is a 16-week course held in Institute, WV. The Police Department will pay the \$1,500.00 tuition fee; however, all officers must sign an agreement that they will maintain employment with the City of Fairmont for a period of one year after completing the Academy or the employee will re-pay the City of Fairmont the entire tuition fee. For information regarding the West Virginia Division of Criminal Justice Services, you can log on to [www.wvdcjs.com](http://www.wvdcjs.com).

## **IN-SERVICE HOURS**

All officers are required to complete 16-hours of in-service training annually.