



City of Fairmont
City/County Complex
P. O. Box 1428
200 Jackson Street
Fairmont, WV 26555-1428
Phone: 304-366-6211
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www.fairmontwv.gov

TO: All Police Officer Applicants

FROM: Janet L. Keller, City Clerk

SUBJECT: Police Officer Application Packet

DATE: March 26, 2026

The City of Fairmont is accepting applications for the position of Police Officer. **Please be advised that the following items must be submitted with your application:**

- 1) Civil Service Application (application is attached)
- 2) Copy of Birth Certificate
- 3) Copy of Driver's License
- 4) Copy of High School Diploma, GED, or High School Transcripts

Enclosed is the application for Police Officer, a copy of the notice that has been posted, the job description, the current benefit package that is offered at this time, a copy of the different phases of the testing process, and a copy of the fitness standards for the physical agility test and for entrance into the West Virginia Police Academy. Please be advised that the physical agility will be administered, on another date, only to those applicants that successfully pass the written exam. The Fairmont Police Department will notify the applicants regarding the physical agility once the written exam results have been tabulated and posted.

All applications, and required items to be submitted with your application, are to be returned to the City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, **by 1:00 p.m., Tuesday, May 19, 2026** in order to be eligible to take the written exam.

The written exam will be held on **Tuesday, May 19, 2026 at 6:30 p.m.**, at the Public Safety Building located at 500 Quincy Street in downtown Fairmont.

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

**CITY OF FAIRMONT
POLICE OFFICER**

The City of Fairmont is accepting applications for Police Officer.

Requirements for Applicants:

1. Must be above the age of 18 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 the boundaries of Marion, Monongalia, Harrison, or Taylor Counties.
5. Must successfully complete and pass various mandatory examinations.

Applications may be obtained at the City of Fairmont, City Clerk's Office, City/County Complex, 200 Jackson Street, Room 312, Fairmont, WV, until 1:00 p.m., Tuesday, May 19, 2026. The written examination will be given on Tuesday, May 19, 2026 at 6:30 p.m. The City of Fairmont offers a one-time monetary incentive of \$10,000.00, payable on the first payday following the date of hire, for recruitment of a newly hired Probationary Patrol Officer with an active and valid West Virginia Law Enforcement Certification; subject to reimbursement on a pro-rated basis within the first three years of employment for voluntary termination.

Janet L. Keller
City Clerk