



POLICE CIVIL SERVICE COMMISSION CITY OF WEIRTON

200 MUNICIPAL PLAZA
WEIRTON, WEST VIRGINIA 26062

May 22, 2023

ALL APPLICANTS MUST BE BETWEEN THE AGES OF 18 AND 40 AT THE TIME OF APPLICATION
APPLICANTS MUST HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.

Dear Applicant:

The Weirton Police Civil Service Commission welcomes you to the Probationary Patrol Officer testing. This letter is intended to inform you of important information regarding the examination procedure and to also update you on any changes that have been made to the testing procedures.

There are currently seven steps to the testing procedure for a Probationary Patrol Officer: the (1) Physical Agility Examination, (2) Written Examination, (3) Oral Examination, (4) Psychiatric Evaluation, (5) Polygraph Examination, (6) Medical Examination, and (7) Background Check.

The first step in the process is the **Physical Agility Examination**. Only those applicants who score a "PASSING" grade on the Physical Agility Exam will be eligible to take the Written Exam. The **Physical Agility Examination** will take place on July 15, 2023. **It will begin promptly at 9:00 a.m. at the Weir High School Gymnasium:**

- * **ALL** applicants must be present on **July 15, 2023**.
- * Registration opens at **8:30 a.m.** at **Weir High School**.
- * Photo Identification with signature is **required** for registration.
- * Physical Agility Exam will begin promptly at **9:00 a.m.**
- * **APPLICANTS MUST BE ON TIME. THE DOORS WILL CLOSE AT 9:00 a.m.**
- * **CELL PHONES, PAGERS, OR ANY OTHER ELECTRONIC DEVICES ARE PROHIBITED ON TEST DAYS.**
- * **NO MAKE-UP EXAMS.**

The **Written Exam** will take place on **Friday, July 28, 2023**, at the **Millsop Community Center**.

As part of the application process, the following attached forms must be **reviewed, completed, and returned to the City Clerk's office by 4:00 p.m. on Friday, July 14, 2023 in order to be eligible to take the physical agility exam.**

1. Application form and oath, including form Releasing Information and Records
2. Page 2 of the Physical Agility Examination Requirements Form Signed by a Medical Provider
3. Weirton Police Department Agreement and Release

Contact the City Clerk's Office at (304) 797-8500, Ext. 1045 if you have any questions.

We look forward to seeing you at Weir High School for the Physical Agility Exam on July 15, 2023.

Sincerely,

The Weirton Police Civil Service Commission:
Helen Jackson-Gillison, Chairman
Roy Boring, Commissioner
Mike Simon, Commissioner

DUE BACK ON OR BEFORE JULY 14, 2023, 2022, AT 4:00 P.M.

**Weirton Police Civil Service
EMPLOYMENT APPLICATION
Equal Opportunity Employer**

**City of Weirton
200 Municipal Plaza, Weirton, WV 26062
304-797-8500, Ext. 1045**

INSTRUCTIONS: TYPE or PRINT LEGIBLY IN BLUE OR BLACK INK to complete application. Be certain to fill in all spaces on this application from. Specify as not applicable (N/A) if necessary. IF ANY INFORMATION IS MISSING, YOUR APPLICATION MAY BE REJECTED. All information will be treated confidentially. USE ATTACHMENTS WHERE NECESSARY.

It is the policy of the City of Weirton Police Department to be fair and equitable in all of its relations with its employees and applicants for employment without regard to race, color, religion, ancestry, marital status or disability.

NAME: _____
LAST JR/SR FIRST MIDDLE

S.S. # _____ DRIVERS LICENSE # _____ STATE _____ ZIP _____

BIRTH DATE _____ EMAIL: _____

LIST OTHER NAME(S) USED THAT MAY BE PERTINENT TO CHECKING PREVIOUS EMPLOYMENT AND EDUCATIONAL RECORDS.

PHYSICAL ADDRESS: _____
STREET CITY COUNTY STATE ZIP

MAILING ADDRESS: : _____
STREET CITY COUNTY STATE ZIP

TELEPHONE # (_____) _____ - _____ OTHER PHONE # (_____) _____ - _____

LIST ALL PREVIOUS HOME ADDRESSES. (ATTACH ADDITIONAL SHEET IF NECESSARY.)

MINIMUM QUALIFICATIONS: BETWEEN THE AGES OF 18 AND 40 AT DATE OF APPLICATION AND HOLD A HIGH SCHOOL DIPLOMA OR GED

EDUCATION PLEASE SUBMIT ALL TRANSCRIPTS WITH APPLICATION

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA / DEGREE
H.S.			
COLLEGE			
OTHER			

MILITARY (Documentation will be required if applicable.)

Have you ever served in any branch of the armed forces?

YES [] NO []

Have you ever been discharged from the armed forces?

YES [] NO [] N/A []

If yes, explain: _____

PLEASE HAVE MILITARY DD214 WITH APPLICATION

If applicable, list any military information below. (Including Military Reserves.)

BRANCH OF ARMED SERVICES	FROM	TO	RANK OR GRADE
	/ /	/ /	
	/ /	/ /	



EMPLOYMENT HISTORY

List all areas of employment. (This could result in elimination if not all inclusive). List all periods of unemployment, but do not list military service as employment. Attach additional sheet if necessary.

FROM	TO	EMPLOYER	PH #
TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		TYPE OF BUSINESS	
SALARY		WORK PREFORMED	

FROM	TO	EMPLOYER	PH #
TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		TYPE OF BUSINESS	
SALARY		WORK PREFORMED	

FROM	TO	EMPLOYER	PH #
TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		TYPE OF BUSINESS	
SALARY		WORK PREFORMED	

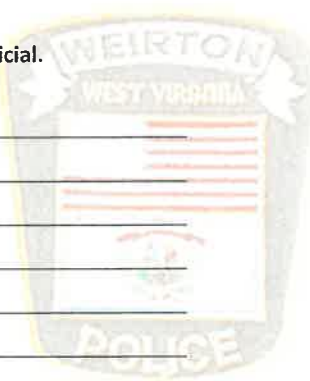
REFERENCES

Give the names, addresses, telephone numbers and occupations of four reliable persons who have known you a greater part of your life. Do not list relatives, fellow employees, former or present employers.

Name	Address	Phone	Occupation	Years Known

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certifications that you possess which you feel may be beneficial.



Q & A

Are you legally authorized to work in the United States?	YES []	NO []
Have you ever held a position of trust, such as handling money or confidential information?	YES []	NO []
Have you had a valid driver's license for two (2) years prior to the date of this application?	YES []	NO []
Have you ever been convicted of a traffic violation or forfeited a bond on a citation?	YES []	NO []
If yes, explain:		
Has your driver's license ever been revoked or suspended?	YES []	NO []
If yes, explain:		
Have you ever been arrested?	YES []	NO []
If yes, explain:		
Have you ever been convicted of a misdemeanor or felony crime?	YES []	NO []
If yes, explain:		
Are you currently using or have you ever used illegal drugs?	YES []	NO []
If yes, explain:		
Do you drink alcoholic beverages?	YES []	NO []
Have you applied for the position of patrolman at another agency?	YES []	NO []
If yes, where?		

THE CITY OF WEIRTON HAS FIVE DIFFERENT DRUG/ALCOHOL TESTING PROGRAMS, WHICH REQUIRE MANDATORY PARTICIPATION BY ALL COVERED EMPLOYEES: PREEMPLOYMENT, RANDOM, REASONABLE SUSPICION, POST ACCIDENT AND RETURN TO DUTY/FOLLOW UP.

Before a person is selected for employment, entries made in his/her application are verified, and a careful and complete character investigation is conducted. You may use this space to explain any irregularities that may be disclosed by our investigation:

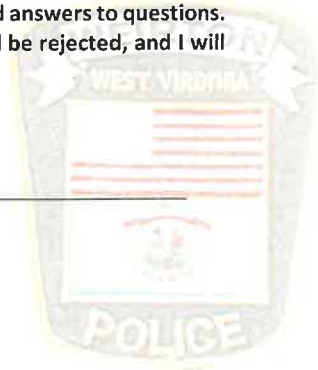
CERTIFICATION

All applicants must sign the following certificate:

I hereby certify that there are no willful misrepresentations in and falsifications of the above statements and answers to questions. I am aware that should investigation disclose such misrepresentations or falsifications, my application will be rejected, and I will be disqualified from applying in the future for any position in the Public Service of the City of Weirton.

Signature of Applicant

Date



CITY OF WEIRTON POLICE DEPARTMENT

AUTHORITY TO RELEASE INFORMATION AND RECORDS

Any person having knowledge of my conduct or activities; or any past or present employer; or any credit bureau, retail merchants association, bank, financial institution or any other credit extending organization; or any dean, registrar, principal, counselor, instructor or other authorized person at a school (university, college, high school, trade school, or other); or any doctor, hospital, clinic or sanatorium; or any department or agency of a city, county, state, or federal government.

I, _____, am aware that my entire background is to be investigated and hereby authorize and request the release of any and all information you have concerning me, to the Weirton Police Department or its agent. I hereby designate the Weirton Police Department as my authorized representative for the purpose of obtaining such information.

I hereby release anyone addressed above, who gives information about me in the course of an investigation covered by this authorization, from any and all liability for damages of whatever kind to me, my family, heirs or associates as a result of giving such information; except that I do not release anyone who gives information that he knows is false, deliberately intending to harm me or one of my family, heirs or associates.

FILL IN THE FOLLOWING INFORMATION BY TYPING OR PRINTING:

Name _____
Last First Middle Maiden

Social Security Number _____ - _____ - _____

Present Physical Address _____
Street City State Zip

Former Address _____
(If present address is less than five years)

Date & Place of Birth _____
(Furnish for reasons of positive identification)

Father's Name _____ Mother's Name _____

Spouse's Name _____

It is agreed that any information obtained by the City of Weirton pursuant to this authorization will remain confidential and not be released by the City of Weirton. I hereby further authorize that a photocopy of this authorization shall be considered as valid as an original.

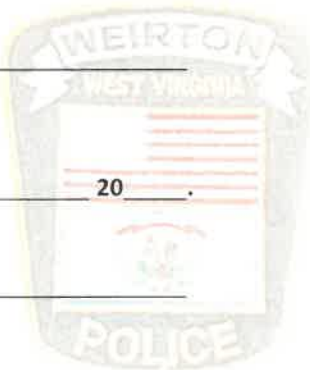
Signature _____

Date _____

Sworn to and subscribed in my presence this _____ day of _____ 20____.

Notary Public _____

My Commission expires _____



JULY 15, 2023, at WEIR HIGH SCHOOL GYM
REGISTRATION to begin promptly at 8:30 a.m.

Weirton Police Department

Physical Agility Examination Requirements

All applicants for the position of Probationary Patrolman in the Weirton Police Department must successfully pass the below listed pre-employment physical ability examination activities as the first step in the testing process. The order in which applicants will take the Physical Agility Examination is determined at the time completed applications are returned to the City Clerk.

The following physical tests, along with the minimal passing scores, are absolute prerequisites before any applicant is permitted to participate in any other required pre-employment examination or test. Failure to pass any exercise will eliminate an applicant from further proceeding with the Physical Agility Examination. The physical tests are:

1. **Sit – Ups** Examination designed to measure muscular endurance. In this examination activity, the score is the number of completed bent knee sit-ups performed in one (1) minute. The minimum acceptable numbers of continuous completed sit-ups for this test is 28;

2. **Push – Ups** Examination designed to measure upper body muscular endurance and strength. The score is the number of standard complete push-ups performed in one minute. The minimum standard for this test is 18 complete push-ups in one (1) minute;

3. **1.5 Mile Run** Examination designed to measure cardiovascular and lung capacity. The score is measured in minutes and seconds. The minimum acceptable score for this test is completion, unassisted, of the 1.5 mile run in 14 minutes and 36 seconds.

The above physical tests are graded as pass or fail and acceptance for this step in the testing process is based upon successfully passing all three of the above physical tests.

Applicants should bring appropriate gym clothing, tennis shoes, water/sports drink, and towels for participation in the “Physical Agility Examination” activities.

No mechanical aids or assistance from another human being is permitted to aid any applicant during any of the three tests listed above.

MEDICAL PROVIDER EXAMINATION STATEMENT

I hereby certify that _____ provided a copy of the outline and contents of the Physical Fitness/Performance Test to be administered by the Civil Service Commission of the City of Weirton for the position of Probationary Police Patrol Officer which test will be conducted on July 15, 2023, that I performed a physical examination of the named candidate, and that the medical condition of the candidate is satisfactory for undergoing and performing the physical activity and events included as set forth in the Physical Fitness/Performance Test.

Medical Provider Name (please print)

Signature

Date



Weirton Police Department

Chief of Police

200 Municipal Plaza
Weirton, West Virginia 26062



Chief W. C. Kush

Phone (304)374-8629

Ext. 1029

Fax (304)797-5709

POTENTIAL DISQUALIFIERS FOR PROBATIONARY POLICE OFFICER CANDIDATES

The Weirton Police Department's hiring process is governed by the Code of the State of West Virginia and our Police Civil Service Commission.

Prior to an appointment to the position of Police Officer with the City of Weirton Police Department, a very thorough background investigation will be completed by a member of the Weirton Police Department Background/Recruitment Team. Also, potential candidates will be required to submit to a polygraph examination.

Information collected by that Background Investigator or Polygraph Examiner, may be used for the basis of a recommendation for removal from the Police Officer Candidate List, established by the Weirton Police Civil Service Commission and guided by the West Virginia Code 58-14-14. Some potential disqualifiers for employment could be:

- Felony Conviction
- Illegal use of Schedule I and II drugs (with marijuana specifics)
- Illegal sales of Scheduled narcotics
- DUI conviction within the last 5 years
- Conviction of Domestic Assault/Battery
- Criminal activity of a serious nature or that reflects moral turpitude or indicates a tendency to disregard the law
- Dishonorable discharge from the United States Military
- Deception or omission on personal history statement or during background investigation

CITY OF WEIRTON

200 Municipal Plaza
Weirton, West Virginia 26062



May 22, 2023

In addition to competitive wages, the City of Weirton Police Department offers the following benefits:

- Health, medical, prescription
- Vision insurance
- Dental insurance
- Life insurance
- Pension benefits
- Vacation
- Sick leave
- Longevity pay
- Holiday Pay
- Yearly vacation day buy back
- Educational assistance reimbursement
- \$750 per year clothing allowance
- Take-home patrol vehicle if a resident of Brooke or Hancock Counties
- \$5,000 sign-on bonus for WV Certified Officers in good standing
- Free family membership to the Millsop Community Center and the Starvaggi Pool located in Weirton, WV

If you have additional questions regarding any City of Weirton benefit, please contact the benefits office at 304-797-8500, Ext. 1046 or email benefits@cityofweirton.com.