Westover Police Department

500 Dupont Road
Westover, WV 26501
(304)296-6576, Fax (304)225-3907

Dear Applicant:

The Westover Police Civil Service Commission will administer the Police Officer entry-level testing on **Saturday, June 3, 2023, at 9:00 am, at Westwood Middle School, 670 River Road, Westover, WV 26501.** An information sheet outlining requirements for employment with Westover Police Department is attached.

Arrive on testing day dressed in comfortable attire appropriate for taking the agility test or bring active wear to change into. Applicants who pass the written exam will be immediately directed to the physical agility test, which takes place the same day **at Westwood Middle School, 670 River Road, Westover, WV 26501.** Any applicant who fails all or any portion of the physical agility test will be given an opportunity to retake that test within 30 days of the test date. Veterans may qualify for 5 or 10 additional points to be added to their passing score, to qualify for the additional points you must meet the requirements in West Virginia State Code 6-13-1 (Veterans may inquire about the requirement for the extra points on the day of the test or prior to the test date at this email - scarl@cityofwestover.org.

BRING WITH YOU TO THE TEST:

- Your valid driver's license or a government-issues I.D.
- Two soft lead #2 pencils.
- Clothes to take the PT Test (ie. running shoes, shorts or sweat pants).

Failure to attend the written exam will disqualify applicants from the current hiring process. There are no make-up or alternate dates for the test at a later date. The written exam is numerically scored, and the agility test is pass/fail. The written examination will be the National Police Officer Selection Test (POST), https://www.stanard.com/public-safety/police-test/the-national-police-officer-selection-test . A study guide and practice test for the POST can be found at https://www.applytoserve.com/Study/ .

In an effort to ensure all needs are met, requests for special accommodations should be made to the Deputy Chief at the above listed telephone number or via email at scarl@cityofwestover.org, prior to the test date. Should you have any questions regarding the testing procedures please contact Deputy Chief S. E. Carl.

The application deadline is June 2, 2023, at 5 pm. ***Applicants who mail their application must have it post marked by this date.***

Thank you,

The City of Westover
Police Civil Service Commission and
The Westover Police Department

Westover Police Department

500 Dupont Road
Westover, WV 26501
(304)296-6576, Fax (304)225-3907

Requirements and Benefits

The Westover Police Civil Service Commission is accepting applications for entry-level Police Officer. The entry-level civil service exam which will be held on **Saturday, June 3, 2023, at 9:00 am, at Westwood Middle School, 670 River Road, Westover, WV 26501.** Applications are available online at www.westoverwv.org and click on the "police" tab and go to "join our team" or in person at Westover City building located at 500 Dupont Road, Westover, WV 26501. Completed applications must be submitted to the Deputy Chief's office no later than April 25, 2022 by 5:00 pm.

Requirements include the following:

- Must be 18 years of age and not more than 40 years of age at time of application.
- Must be a citizen of the United States for 3 years.
- High School Diploma or GED.
- Must establish, and maintain a permanent physical residence within 25 miles-as shown on map- of the main station of the Westover Police Department, 500 Dupont Road, Westover, WV 26501, and shall continue to maintain his/her permanent physical residence within the residency area for the entire period of his/her active employment with the Westover Police Department. This residency requirement must be achieved within 90 days of notification of permanent status.
- Must successfully complete and pass all the following examinations:
  -Physical Agility Test
  -Written Police Skills Test
  -Background Investigation
  -Polygraph Examination
  -Drug Test
  -Medical Examination
  -Vision Test
  -Psychological Examination
  -Personal Interview

WAIVER ON PAGE 5 OF THE APPLICATION MUST BE SIGNED AND TURNED IN WITH APPLICATION

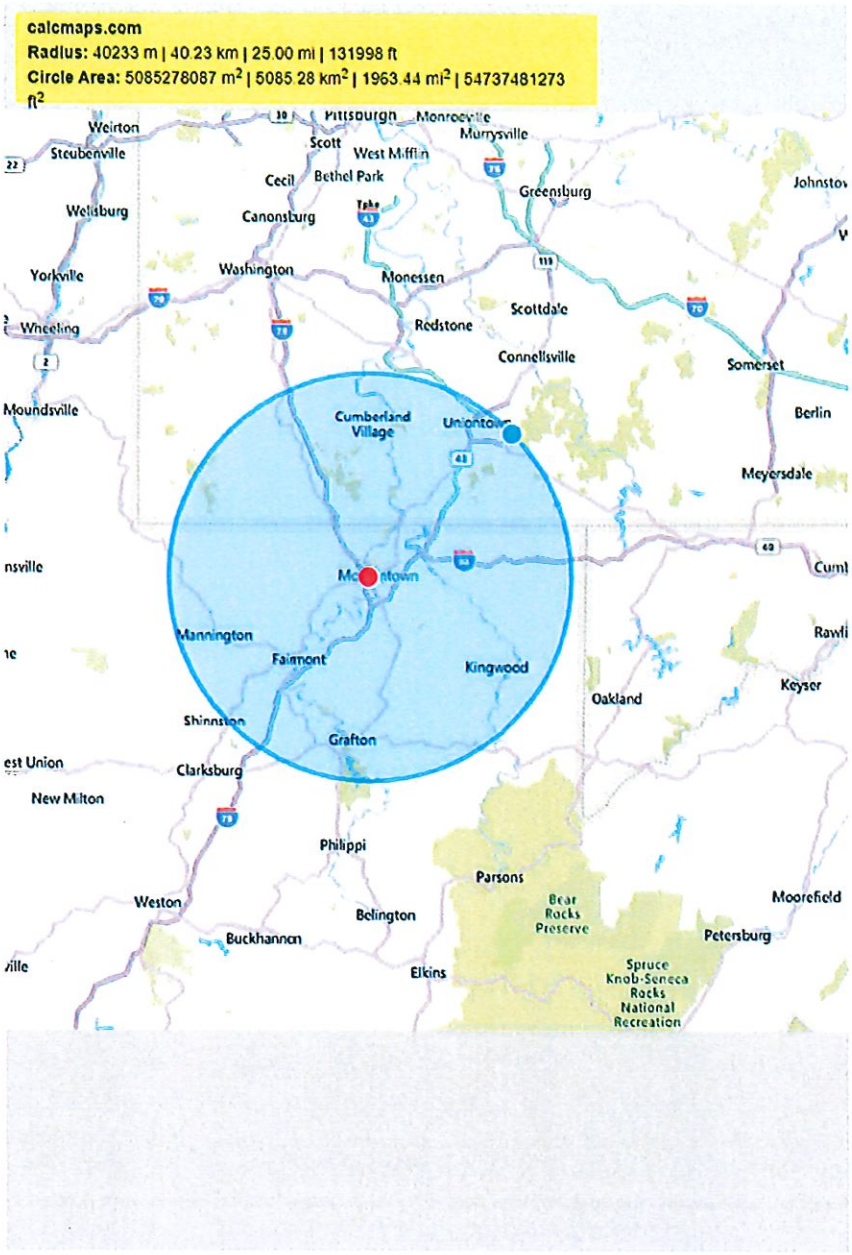
Base Salary = $44,512.00 ($21.40).
Certified Officer = $48,568.00 ($23.35) Plus $1000.00 bonus after completion of the FTO Program.
After 1-year probationary period, base salary = **$51,168.00 ($24.60). (Not including longevity pay).**

State Wide MPRFS Pension Plan, Uniform & Equipment Provided, Health/Life Insurance provided by High Mark Blue Cross and Blue Shield with $5000.00 deductible for single and a $10,000.00 deductible for family ***paid*** for by the City of Westover, Eye and Dental Insurance, Sick Leave and Vacation Leave.

Education Benefit – and employee may be reimbursed for job-related tuition, books and student fees.

Longevity pay compounded as follows: after one year $.25 cents per hour, after 5 years $.50 cent per hour, after 10 years $.75 cents per hour, after 15 years $1.00 dollar per hour, $1.00 dollar per hour added every 5 years after 15 years.

The City of Westover provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, genetic information, or age.



- Must establish, and maintain a permanent physical residence within 25 miles-as shown on map- of the main station of the Westover Police Department, 500 Dupont Road, Westover, WV 26501, and shall continue to maintain his/her permanent physical residence within the residency area for the entire period of his/her active employment with the Westover Police Department. This residency requirement must be achieved within 90 days of notification of permanent status.

PRE-EMPLOYMENT PHYSICAL AGILITY SCREENING

FOR West Virginia STATE AND LOCAL

LAW ENFORCEMENT OFFICERS

PRE-EMPLOYMENT PHYSICAL AGILITY

SCREENING

The ADA provides that "an employer may give a physical agility test to determine physical qualifications necessary for certain jobs prior to making a job offer if it is simply an agility test and nota medical examination." Moreover, if an employer uses such a test, he must be prepared to demonstrate the job-relatedness of the test and that the test is consistent with business necessity.

The ADA Technical Assistance Manual, furthermore, clarifies that an agility test does not involve medical examinations or diagnoses by a physician. However, an employer "can request the applicant's physician to respond to a very restricted inquiry which describes the specific agility test and asks: "Can this person safely perform this test?".

In light of the above and the necessity in policing that physical capacity to learn and perform essential tasks must be demonstrated, the Commission devised a Pre-Employment Physical Agility Waiver of Liability that is attached to the application.

Based on the significant work of the Cooper Institute for Aerobics Research, the Commission proposed the battery of screening elements which are contained on the following page. The Commission recommends this process because its elements get to a candidate's ability and does not have adverse impact. Also, it is the Commission's expectation that these elements can and will be administered locally and a determination of pass/fail made there as well. Failure in any one element is sufficient to exclude the person from proceeding any further in the selection process. The instruction titled "How to Prepare for the Tests" also follows below and should be distributed to applicants well before test administration. Nevertheless, if a person fails an element, retesting can be provided if it suits the employer.

*See Americans with Disabilities Act – A Technical Assistance Manual, U.S. EEOC, 1992, pp. IV-8/IV-9

PRE-EMPLOYMENT PHYSICAL AGILITY SCREENING

FOR West Virginia STATE AND LOCAL

LAW ENFORCEMENT OFFICERS

TEST WILL BE GIVEN THE SAME DAY AS THE WRITTEN TEST

West Virginia Legislative Rules §149-2-8.5 Physical Ability Standards, which determine an applicant officer's, pass/fail screening for admission into the basic entry level training program.

Agility Requirements

1. Sit-ups: Twenty-Eight (28) bent-leg sit-ups completed in one (1) minute.
2. Push-ups: Eighteen (18) conventional push-ups completed in one (1) minute.
3. One and one-half mile run – Fourteen Minutes and thirty-six seconds (14:36) as the elapsed time to complete run.

The test battery which has been described herein should be performed locally only as a pass/fail screening device. Once a candidate passes the elements according to the scores stated on the Pre-Employment Physical Agility Test Battery, the remaining elements of the local selection process may be applied.

RELEVANCE OF TEST ITEMS TO ESSENTIAL TASKS

The three elements of the test battery are designed to establish physical capacity to produce recruit level training and perform the essential tasks of policing. They are not simulations but rather assessments of the candidate's capacity to learn and perform essential physical tasks.

HOW TO PREPARE FOR THE TESTS

The following guidelines are presented based on a twelve (12) week period preceding screening.

Preparing for the MUSCULAR ENDURANCE test:

The progressive routine is to do as many bent-leg sit-ups (hands behind the head 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 the ABSOLUTE STRENGTH test:

If you have access to weights, determine the maximum weight that you can bench press one time. Take 60% of that poundage. This will be your training weight. You should be able to do 8-10 repetitions of that training weight. Do three (3) sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have access to weights, then the push-up exercise can be used. Determine how many push-ups you can do in one minute. At least three (3) times per week do three (3) sets of the amount you can do in one minute.

Preparing for the CARDIOVASCULAR CAPACITY test:

Below is a gradual schedule that would enable you to perfom1 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	DISTANCE (Miles)	TIME (Minutes)	FREQUENCY (Per 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

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 18 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 28 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, 36 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	DISTANCE (Miles)	TIME (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.

The City of Westover

Westover Police Department

500 Dupont Road
Westover, West Virginia 26501
(304) 296-6576 Fax: (304) 225-3907

Application For Employment

Name (Last) (First) (Middle) SS No.

Street Address City State Zip Code

Telephone No. Name & number of person who has contact with applicant

Email Address:

Date you are submitting this application:

Position you are applying for: POLICE DEPARTMENT

Are you a U.S. Citizen? Yes No *If yes, please list how many years:*

Date of Birth:
Month Day Year

Place of Birth:
City County State

Are you claiming Veteran's Preference Points? Yes No **(Please provide copy of DD-214)**
If yes, dates of active duty From: To:
Mo/Day/Year Mo/Day/Year

Are you a member of the Reserves or National Guard? Yes No

How did you learn of this vacancy?

Have you ever filed an employment application with the City of Westover? Yes No
If yes, when?

Have you ever been discharged or asked to resign from employment? Yes No
If yes, please state on a separate sheet and attach it to this application.

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please state on a separate sheet and attach it to this application.

Are you able to perform the essential functions of the position for which you are applying, with or without accommodations? Yes No

Will reasonable accommodations be needed during the testing process for the position for which you are applying ? Yes No

Do you object to inquiry of your present employer in regards to your character, work record, qualifications, or abilities? Yes No

Do you possess a valid motor vehicle operator's license? Yes No

If yes, State Issued: _____ Expiration Date: _____

Type of license: _____ Driver License Number: _____

EDUCATION:

	Elementary/Middle School	High School	College or University	Graduate/Professional
School Name				
(Years completed)	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of study				
Describe any specialized training, apprenticeship, skills, and/or extra curricular activities				

Personal References: (List the names, phone numbers and addresses of five persons, not related to you and not former employers, who have known you personally for a period of five years or more.)

Name and Occupation	Address	Phone Number

EMPLOYMENT HISTORY:

List **ALL** work experience beginning with your present or most recent job and working back. Include **ALL** work experience - Full or Part time, Paid or Unpaid, Military Service, Summer jobs, Volunteer work, etc. If you have held more than one position title with the same employer, list each position title separately.

**If you need more space, photocopy this page and attach copies.

Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting Salary $ _____
Last position held: _____	_____
Name of supervisor: _____	Last salary $ _____
Describe the work you did: _____	
Reason for leaving: _____	Part Time Full Time
Phone Number: _____	

Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting Salary $ _____
Last position held: _____	_____
Name of supervisor: _____	Last salary $ _____
Describe the work you did: _____	
Reason for leaving: _____	Part Time Full Time
Phone Number: _____	

Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting Salary $ _____
Last position held: _____	_____
Name of supervisor: _____	Last salary $ _____
Describe the work you did: _____	
Reason for leaving: _____	Part Time Full Time
Phone Number: _____	

Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting Salary $ _____
Last position held: _____	_____
Name of supervisor: _____	Last salary $ _____
Describe the work you did: _____	
Reason for leaving: _____	Part Time Full Time
Phone Number: _____	

EMPLOYMENT HISTORY:

List **ALL** work experience beginning with your present or most recent job and working back. Include **ALL** work experience - Full or Part time, Paid or Unpaid, Military Service, Summer jobs, Volunteer work, etc. If you have held more than one position title with the same employer, list each position title separately.

**If you need more space, photocopy this page and attach copies.

Name of Company: _____ Employed from: _____
Address: _____ to: _____
Type of Business: _____ Starting Salary $ _____
Last position held: _____ _____
Name of supervisor: _____ Last salary $ _____
Describe the work you did: _____
Reason for leaving: _____ Part Time Full Time
Phone Number: _____

Name of Company: _____ Employed from: _____
Address: _____ to: _____
Type of Business: _____ Starting Salary $ _____
Last position held: _____ _____
Name of supervisor: _____ Last salary $ _____
Describe the work you did: _____
Reason for leaving: _____ Part Time Full Time
Phone Number: _____

Name of Company: _____ Employed from: _____
Address: _____ to: _____
Type of Business: _____ Starting Salary $ _____
Last position held: _____ _____
Name of supervisor: _____ Last salary $ _____
Describe the work you did: _____
Reason for leaving: _____ Part Time Full Time
Phone Number: _____

Name of Company: _____ Employed from: _____
Address: _____ to: _____
Type of Business: _____ Starting Salary $ _____
Last position held: _____ _____
Name of supervisor: _____ Last salary $ _____
Describe the work you did: _____
Reason for leaving: _____ Part Time Full Time
Phone Number: _____

Westover Police Department

500 Dupont Road

Westover, WV 26501

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WAIVER AND RELEASE OF LIABLITY

I, _____ [printed name] do hereby GRANT this WAIVER and RELEASE now and forever to the City of Westover, the Westover Police Department, and the officers and agents of the City and Department, from any and all liability that may arise from or be associated with the pre-employment physical fitness evaluation conducted by the Department as required by and in accordance with admission requirements of the West Virginia State Police Academy.

I have reviewed the physical fitness evaluation protocol and believe that I am able to safely perform the required events. I also acknowledge that I have been instructed to cease participation in the fitness evaluation at any time that I feel that my health or safety is at risk.

Executed this _____ day of _____ 2022, with intent to be legally bound to the provisions above:

_____

Print Name

_____

Signature

WPD Representative Signature: _____

Date: _____

Westover Police Department
500 Dupont Road
Westover, WV 26501
(304)296-6576, Fax (304)225-3907

Tattoo and Personal Hygiene Guidelines Acknowledgement of Receipt

Per standards of General Order 121, and Westover Police Department Standard Operating Procedures, Uniforms Issued Equipment and Dress Code, requires members representing the department while on duty to demonstrate good judgement and a commitment to a professional work place by dressing appropriately and maintaining good personal hygiene. Department attire is the preferred manner of dress; however, certain jobs may require special types of clothing or gear for health, safety or security reasons. While on duty, a Westover Police Officer may be allowed to display tattoos so as long as they comply with Westover Police Departments' policy. If any officer of the Westover Police Department obtains a tattoo in violation of General Order 121 they are subject to termination.

To enhance public respect and recognition, members shall strive to keep a neat and clean personal appearance while on duty. It shall be considered unacceptable conduct for members to display poor personal hygiene or poor grooming, while in the performance of their duties as a member of the Westover Police Department.

121.04.10 **Tattoos / Body Art / Body Modifications:**

1. Tattoos, brands or scarification anywhere on the body that are extremist, indecent, or racist are prohibited;
2. Tattoos, brands or scarification of initials, acronyms or numbers that represent criminal activity, extremist organizations or gang activity are prohibited;
3. Extremist organizations or gang activity include, but are not limited to, People Nation, Blood, Crips, Folk Nation, Norteno, Sureno, Outlaw Motorcycle Extremist, prison or other miscellaneous gangs, as identified by national or regional crime enforcement network(s) are prohibited.
4. Extremist, indecent, sexist, racist symbols, words/markings, or other symbols, words or markings that commonly or are likely to elicit a strong negative reaction in the workplace or public or that are inconsistent with the Department's values or community relations objectives, including but not limited to symbols, words or markings that promote or are associated with violence are prohibited.
5. Anything contrary to the purpose of law enforcement, including, but not limited to depictions symbolizing or indicative of alcohol or narcotics, illegal or gang related activity, or symbols suggestive of activity that undermines the purpose of law enforcement are prohibited.
6. Illustrations, references, symbols, acronyms or the like that denigrate the United States or any subdivision of the government are prohibited.
7. Symbols, words or markings that represent political beliefs, political parties, political slogans, or that cast any political group in a negative light are prohibited .
8. Tattoos, brands or scarification which depicts the use or promotes the use of illegal drugs or drug paraphernalia, as prohibited by state law and/or federal law are prohibited.
9. Visible body piercings while on duty and/or in uniform, are prohibited, with the exception of one small earring per ear for female members.

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10. Body modifications to any area of the body visible in any authorized uniform or attire are prohibited. Body modifications include, but are not limited to:
    - Tongue splitting or bifurcation (of any body part);
    - The complete or trans-dermal implantation of any object(s) other than hair replacement;
    - Abnormal shaping of the ears, eyes, or nose;
    - Abnormal filing of the teeth; and
    - Branding or scarification.
11. Any tattoos, brands or scarification on the face, head or neck above the shirt collar is prohibited for sworn officers, uniformed personnel and plain clothes officers and civilian employees.

Failure to comply with or defiance of this section, 121.04.10, may result in termination from employment with the Westover Police Department. Anything not addressed in this policy may require permission from The Chief of Police in order to be displayed on duty.

Visible body piercings while on duty and/or in uniform, are prohibited, with the exception of one small earrings, not in excess of three sixteenth inches (3/16") per ear lobe. Males are prohibited from wearing earrings.

I acknowledge and understand that I have been advised of the above referenced Westover Police Department General Order 121 and the procedures related to personal appearance and understand that failure to comply with these provisions may disqualify my application from further consideration in the employment background process with WPD.

Applicant name (Please Print)	Applicant Signature	Date

Witness Signature	Date