



**CITY OF FAIRMONT  
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.

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 prior to the next announced application deadline in order to be considered for the next upcoming test.

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](mailto:jkeller@fairmontwv.gov).

Office Use Only:

Date Filed: \_\_\_\_\_  
Time Filed: \_\_\_\_\_  
Cert. Officer \_\_\_\_\_ Vet. Points \_\_\_\_\_

**POLICE CIVIL SERVICE COMMISSION  
CITY OF FAIRMONT, WEST VIRGINIA  
APPLICATION FOR POLICE OFFICER**

(Type or print in ink) PCSC (01/24)

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 3 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 three (3) 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: \_\_\_\_\_

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PAST EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

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

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

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

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

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PAST EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

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

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

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

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

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PAST EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

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

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

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

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

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PAST EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

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

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

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

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

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PAST EMPLOYER: \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_

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

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

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

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

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PAST 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 and valid certification as a **West Virginia Law Enforcement Officer**? If so, attach proof or a copy of your certification if you intend 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? (You will be asked to provide copy below) Yes \_\_\_ No \_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

\_\_\_\_\_

**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 ATTACH OR UPLOAD A LEGIBLE COLOR COPY OR COLOR SCAN OF  
YOUR DRIVER'S LICENSE TO THIS APPLICATION**



Office of the Chief of Police  
Chief Steve Shine

Fairmont Public Safety Building  
500 Quincy Street  
Fairmont, WV 26554  
(304) 366-9280  
(304) 366-5533 FAX

**FAIRMONT POLICE DEPARTMENT-  
PROBATIONARY POLICE OFFICER POSITION**

**APPLICATION AND TESTING PROCESS**

Elements of our application and testing process must be passed through. They do not necessarily have to be passed in order listed.

**Element 1-Written Examination**

Applicants must successfully pass a competitive written examination administered by the City of Fairmont Police Civil Service Commission.

**Element 2 – Physical Ability Examination**

Applicants must successfully pass a pre-employment physical ability examination, which is the current LEPS requirement for entry into the Basic Law Enforcement Class at the WV State Police Academy. This test will be administered to those passing the written test on a date following that exam. The minimum passing scores for employment are as indicated (this phase may be given prior to written exam):

Sit-Ups: Twenty-eight (28) properly executed sit-ups in one (1) minute.

Push-Ups: Eighteen (18) properly executed push-ups in one (1) minute.

1.5 Mile Run- Minimum standard for this test is completion of the run in fourteen (14) minutes and thirty-six (36) seconds.

The tests described are graded as pass or fail; acceptance is based on successfully passing all three (3) measures. A copy of the Physical Ability Standards for LEPS can be obtained on the Division of Justice and Community Services website [www.djcs.wv.gov](http://www.djcs.wv.gov).

**Element 3-Background Investigation**

Investigations include, but are not limited to, verification of residence, employment, military service and education, application verification, research into possible criminal activity such as theft and drug usage, credit and driving history.

#### **Element 4-Panel Review**

Applicants are asked a mostly uniform set of questions and are rated on various dimensions including, but not limited to, decisiveness, maturity, and other job-related interview characteristics.

#### **Element 5- Psychological Evaluation**

Applicants will be sent to a medical psychologist or psychiatrist, who will use various information to evaluate a candidate's suitability for the police profession. Various applicant traits will be evaluated which may include (but not be limited to): Impulse control; General intelligence; Judgement; Ability to perform boring or tedious tasks; Reasonable courage; Honesty; Integrity; Personal bias or lack of bias; Ability to tolerate stress; What motivated the candidate to choose law enforcement; Dependability; Ability to deal with supervision; Appropriate attitudes towards sexuality; Prior drug use; etc.

#### **Element 6-Polygraph Exam**

Applicants will be directed to take a polygraph test administered by a trained polygrapher. A potential list of questions asked may include (but not be limited to): Theft of money or merchandise from employer, or by shoplifting; Illegal drug trafficking or dealing; Illegal drug or medication use, including steroids; Use of alcohol; Falsification or minimization in your requested information; Participation in any type of organized crime; Arrests for anything other than minor traffic violations; Commission of a crime which has not been detected; Concealment of anything in your background that would affect your chances for this position; Involvement in a physical fight with another person, including domestic violence; Use of excessive physical force against another person; Payment or receipt of any bribes; etc.

#### **Element 7-Medical Physical**

Applicants will undergo a medical physical which includes, but is not limited to, laboratory tests such as blood work, urinalysis, electrocardiogram, drug testing, medical history and examination by a physician. The medical selection standards established are designed to satisfy the requirements of the Americans with Disabilities Act and ensure that the standards do not unfairly exclude people from employment as law enforcement officers who are otherwise qualified. Medical Standards are related to the essential tasks and are therefore validated as legitimate standards and are required by the West Virginia State Police Academy.

**Top applicants will be selected within the rules and regulations set forth by West Virginia State Code, the Fairmont Civil Service Commission, and the WV Law Enforcement Training Committee.**

#### **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

It is the policy of the Fairmont Police Department to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, sexual orientation, ancestry, marital status, gender, or disability. The Fairmont Police Department assures full compliance with all federal, state, and local laws relating to Equal Employment Opportunity, Affirmative Action and non-discrimination.

“The Fairmont Police Department is an Equal Employment Opportunity Employer”

**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.*