



# Star City Police Department

370 Broadway Avenue

Star City, West Virginia 26505

(304)599-3550 office (304)599-8407 fax

## Star City Police is Hiring

The Star City Police Department is currently accepting applications for the Probationary Police Officer position. Full-time and part-time positions available (must already be certified for part-time position).

Applications may be picked up/dropped off at 370 Broadway Avenue, Star City, WV 26505; Monday through Friday between 8:00am and 4:30pm.

Applications also available at <http://www.starcitywv.com/officers/>

The Civil Service Commission for the Star City Police department will conduct a written exam. Immediately following exam, a physical agility test will be conducted for non-certified applicants that pass the written exam.

The starting wage for a Probationary Police Officer is \$18.50/hour. Certified officers start at \$20.00/hour.

Benefits include:

Paid vacation and holiday

Sick Time

PEIA health insurance premium paid by city (including family plan)

10 hour shifts with potential for 2 weekends off per month

Participation in state retirement system

Overtime Opportunities

Workout equipment on site

Specialized Training available

**TOWN OF STAR CITY**  
**370 Broadway Ave**  
**Star City, WV 26505**  
 p: 304.599.3550  
 f: 304.599.1130

Equal Opportunity Employer: Federal and State regulations prohibit discrimination in employment practices related to recruitment, testing, selection, promotion, transfer, benefits, pay and other related functions because of race, color, religion, age, sex or national origin. Your application will be processed in accordance with all the provisions set forth in the regulations which are available for review in the Office of Personnel.

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
*Last First M.I.* —

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references. Do not list relatives or employers.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_



**WAIVER OF PRIVACY ACT  
RELEASE OF INFORMATION**

I, \_\_\_\_\_, give the Town of Star City, its Officers, or any of its agents, the right and permission to check any and all of my credit records. The permission to check shall include contact with the Credit Bureau, bank and loan institutions, and anyone with the knowledge of my financial status.

I, \_\_\_\_\_, give the Town of Star City, its Police Officers, or any of its agents, the right and permission to check any and all agencies, medical and/or mental institutions, law enforcement agencies and any agency which might be of concern for the completion of such investigation. This voluntary release form allows the Police Department to contact the agencies for release of information and accurate documentation concerning my past personal history, employment history, criminal history, and financial status.

I, \_\_\_\_\_, release the Town of Star City, its Police Officers or any of its agents, from any and all liability connected with the investigation of my credit records or financial status. This release of liability means that I can take no legal action against the Town of Star City, its Police Officers or its agents, regardless of the results of the investigation or how the investigation results are used.

I, \_\_\_\_\_, have read and understand the above release and give my permission for the investigation to begin.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Witness

## ATTENTION APPLICANT

All persons who are testing for the position of Probationary Police Officer for the Town of Star City are required to perform a minimum standard in order to be considered for the position; which include a written test and physical agility test. You must achieve a written test score of 70% or higher on written test to proceed to the physical agility test.

Applicants will be required to take a physical agility test administered on the same date as the written test. All persons who pass physical agility test will then be issued a total score and be placed on a list in order from the highest to the lowest total score.

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 following the written test and after receiving your written test score. The minimum passing scores for employment are as indicated (this phase may be given prior to written exam):

- Sit-Ups: 28 properly executed sit-ups in 1 minute.
- Push-Ups: 18 properly executed push-ups in 1 minute.
- 1.5 Mile Run- Minimum standard for this test is completion of the run in 14 minutes and 36 seconds.

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

Certified officers will take only the written test (certified officers do not need to take the physical test since already certified through a WV Police Academy) and placed on the same list in scoring positions respectively.

If an applicant wishes to have veterans points added, he/she must provide a copy of their DD214 at the time of the application submission.

**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.

**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 ( Miles )	DISTANCETIME ( 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.

**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.