STAR CITY POLICE DEPARTMENT

SERVE WITH PURPOSE. BUILD YOUR FUTURE.

NOW ACCEPTING APPLICATIONS | POLICE OFFICER

The Star City Police Department invites applications from experienced certified law enforcement officers, officers considering a career transition or approaching retirement, and motivated individuals seeking to begin a professional law enforcement career.

Full-time and part-time opportunities may be available. *Applicants for part-time positions must already hold law enforcement certification.*

COMPENSATION & BENEFITS

- Competitive compensation based on experience, qualifications, and commensurate with the position.
- 100% Town-paid PEIA health insurance premiums for individual and family coverage.
- Retirement options may include participation in the Municipal Police Officers and Firefighters Retirement System (MPFRS) or the Town's retirement program, subject to eligibility, applicable law, and plan provisions.
- Paid vacation, holidays, and sick leave.
- Four 10-hour shifts per week, based on assignment and departmental needs.
- Overtime opportunities and professional development.

WHO WE ENCOURAGE TO APPLY

Certified officers seeking a department that values experience and professionalism; experienced or retirement-eligible officers interested in continuing public service; and applicants with strong character, judgment, integrity, and the commitment to complete academy training.

APPLICATION INFORMATION

Town of Star City | 370 Broadway Avenue | Star City, WV 26505

Office: (304) 599-3550 | www.starcitywv.com/officers

Applications may be obtained in person at Town Hall during regular business hours 8:00am until 4:30pm or its website at http://www/starcitywv.com/officers

Selection is subject to the qualifications and screening standards included in this packet.

PROFESSIONAL BACKGROUND

LAW ENFORCEMENT EXPERIENCE & CERTIFICATIONS

Current status: □ WV certified □ Certified in another state □ Formerly certified □ Not yet certified

Certifying state / agency and certification number _____

Academy / basic training class and graduation date _____

Years of sworn service _____

Specialized training, instructor credentials, and assignments _____

APPLICANT CERTIFICATION

I certify that the information supplied in this application is true and complete to the best of my knowledge. I understand that material misrepresentations or omissions may result in disqualification or, if employed, disciplinary action up to and including termination. I authorize the Town to verify information and conduct lawful employment-related inquiries, subject to required notices and authorizations.

I understand that employment is subject to applicable laws, Town policies, and any binding employment agreement. No statement in this application creates a guarantee of employment.

Applicant signature _____

Date _____

BACKGROUND INVESTIGATION AUTHORIZATION

The Town of Star City Police Department conducts background investigations as part of its law enforcement selection process. The applicant may be asked to sign additional disclosures, releases, and authorizations required by applicable law or the entity providing records.

AUTHORIZATION TO REQUEST INFORMATION

I authorize the Town of Star City, its Police Department, and authorized representatives to contact former employers, educational institutions, licensing and certification authorities, law enforcement agencies, and professional references to verify my qualifications and suitability for employment, to the extent permitted by law.

I further authorize the lawful review of records relevant to a police officer background investigation, which may include employment history, disciplinary history, criminal history, driving records, professional certification, and other legally obtainable information. Financial or credit records, medical information, and other specially protected records will be obtained only with any additional consent or process required by applicable law.

I understand that the selection process may include a medical evaluation, drug screening, psychological evaluation, and polygraph examination as permitted by law and consistent with applicable standards. Additional written consents may be required before these assessments.

I understand that the Town will use information obtained for legitimate employment purposes and handle it

in accordance with applicable confidentiality and records requirements. This authorization does not waive rights or remedies that cannot lawfully be waived.

ACKNOWLEDGMENT

Printed name _____

Applicant signature _____

Date _____

Witness (if applicable) _____

MINIMUM SELECTION STANDARDS

Applicants must satisfy all applicable state certification requirements, Town hiring standards, and position-specific qualifications. The Town may evaluate experienced certified officers and applicants seeking initial certification through different applicable processes.

PRE-EMPLOYMENT REQUIREMENTS

• Application review and verification of eligibility and credentials.

• Comprehensive background investigation and reference checks.

• Pre-employment drug screening.

• Psychological evaluation.

• Polygraph examination, as permitted by applicable law.

• Medical examination and physical ability testing when required for the applicant's certification status and position. *Certified officers are not required to take the physical ability test.*

• Any additional requirements established by the West Virginia Law Enforcement Professional Standards program and applicable law.

PHYSICAL ABILITY TESTING

Applicants seeking initial academy certification must meet the physical ability standards in effect at the time of testing: 28 sit-ups in one minute; 18 push-ups in one minute; and a 1.5-mile run in 14 minutes, 36 seconds. Already-certified applicants may be considered under the applicable lateral or certified-officer process; any physical testing waiver or alternative requirements are determined by current law, certification rules, and Town policy.

SELECTION PHILOSOPHY

The Star City Police Department values integrity, sound judgment, maturity, community service, and demonstrated professionalism. Prior service and specialized experience are welcomed, while applicants new to policing are encouraged to demonstrate their potential and commitment to the profession.

Meeting minimum qualifications does not guarantee selection or an offer of employment.

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.

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

Employment Application

Applicant Information

Full Name: _____ Date: _____
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: **$** _____ Ending Salary: **$** _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

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

Certifications

Please list any honors, licenses, certifications, registrations or other achievements that do not reflect sex, racial, ethnic, age or religious background. Include type and identifying numbers of each. _____

Disclaimer and Signature

I hereby certify that all answers and statements given by me on this application are true, complete and correct. I understand that if I am employed, that false statements on this application may be grounds for immediate dismissal. In addition, I am granting the Town of Star City authority to conduct work and character reference inquiries as needed, except where indicated otherwise by me. Further, if I am employed, I agree to undertake medical examinations, pre-employment and random drug screenings and written and oral examinations as may be required by the Town of Star City.

I further understand that authorized security checks, including background checks, will be made on my application for certain jobs where successful clearances are essential and declared to be a bona fide occupational qualification with the meaning of present laws and regulations.

I understand that any offer of employment with the Town of Star City is an at-will employment offer. West Virginia is an "employment at-will" state. This means that either the employer or the employee may end the employment relationship at any time and for any reason.

Signature: _____ Date: _____