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CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

TO: Police Officer Applicants

FROM: Gena Long, City Recorder/Secretary Police Civil Service Commission 

SUBJECT: Entry Level Police Officer Examination

DATE: November 30, 2017

The Martinsburg Police Civil Service Commission has scheduled the entry level police officer examination for Saturday, January 20, 2018 at Martinsburg High School—701 S. Queen Street—cafeteria. Applicants are encouraged to **park in the rear lot**, accessible from Bulldog Blvd, as opposed to the lot accessible from Queen Street. The written examination will begin promptly at 9:00 a.m. You may begin arriving at 8:00 a.m. **You will be required to show a valid photo identification in order to take the examinations.** Upon the successful completion of the written examination the physical agility screening will be given, on the same day, at the same location.

The physical agility test will consist of the following:

18 Push-ups in one (1) minute
28 bent leg sit-ups in one (1) minute
1.5 mile run completed in 14 and 36 seconds

Enclosed is a doctor's certification of fitness to perform agility test form that **MUST** be completed by your physician. **If the form is not completed you will not be permitted to take the agility test.** Any cost incurred securing the doctor's signature on the certification of fitness will be the responsibility of the applicant. **This form must be signed by the doctor within 60 days of the test date; the date of exam must be on or after November 20, 2017.**

You must be between the ages of 18 and 40 and a United States Citizen at the time you applied for the position.

If you have current West Virginia Law Enforcement Certification you will not be required to take the physical agility test. You **must** show proof of certification on the date of testing. If you cannot provide this certification, you will be required to take the physical agility test to proceed.

The law allows points to be added for applicants with prior military service who have been awarded veteran status. If you wish this consideration please bring, or provide before you test, your DD-214 or other equivalent documentation. If you neglect to provide this documentation prior to or at the time of testing, you will not receive the additional points. **Do not bring only the original**, as we have no means of copying this document at the testing site.

THERE WILL BE NO MAKE-UP EXAMINATION OR RAIN DATE.

Some Points to Consider:

- Be punctual. The test begins promptly at 9:00 AM. Absolutely no late arrivals will be allowed to test, regardless of reason.
- Wear comfortable and seasonably appropriate clothing. If you pass the written exam, you will be running 1.5 miles, dress accordingly.
- Push-ups will not be modified for female applicants, be prepared to perform eighteen (18) full-body push-ups in one minute or less.
- You **MUST** provide your completed Physician's Certificate. Bring it with you to the exam, you are not required to provide it in advance.
- If you are a WV Certified Officer, or a Veteran of the United States Armed Forces, bring the appropriate documentation with you. Do not bring the original, we cannot copy on-site and cannot be responsible for lost originals. If this information was attached to your application, that is sufficient.
- There is no study guide for this exam.
- **There is absolutely no alternate date. There is no way to be included on the list of eligible candidates if you do not test on the scheduled date, regardless of exams you may have taken with other agencies.** We will not reschedule for rain, snow, injuries or any other plans you may have. If you are unable to make this date and you fail to notify me, IN WRITING OR EMAIL, you will not be able to test for the Martinsburg Police Department for one year.

My contact info is:

Gena Long, City Recorder

304-264-2131 ext. 273

glong@cityofmartinsburg.org

Physician's Certification of Fitness to Perform Agility Test for Law Enforcement Position with the City of Martinsburg, West Virginia

All candidates for hire within the City of Martinsburg Police Department must pass the following three (3) elements, with the exception of those with current West Virginia Law Enforcement Certification. In order to be admitted to the physical agility portion of the competitive exam, each candidate must present this Physician's Certification, signed no more than sixty (60) days prior to the exam by a qualified physician. This signature signifies that, at the time of doctor's examination, the candidate was found to be fit and could perform the following three (3) elements safely. *Instructions to physician--- Please print the name of candidate, candidate's birth date and date of exam. Then please indicate, by checkmark and signature, whether the candidate can or cannot perform the three required elements safely.*

- Eighteen (18) push-ups in one (1) minute.
- Twenty-eight (28) bent-leg sit-ups in one (1) minute.
- 1.5 mile run in fourteen (14) minutes and thirty-six (36) seconds.

Candidate's name

Birthdate

Date of Exam—**MUST**
be within 60 days of test date

I have reviewed the above three (3) elements of the physical agility test and find that above named candidate CAN perform the elements of the test safely.

Physician's signature

I have reviewed the above three (3) elements of the physical agility test and find the above named candidate CAN NOT perform the elements of the test safely.

Physician's signature

*****Important***** Please ensure the form is completely and accurately filled out. An incomplete form will be considered an indication that the candidate cannot safely participate in the physical portion of the examination and said candidate will be disqualified. The City of Martinsburg will assume no responsibility for the cost of this physical examination; the candidate is 100% responsible for the cost.