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CITY OF MARTINSBURG
WEST VIRGINIA

www.cityofmartinsburg.org

MEMORANDUM

Date: October 2, 2018
To: Police Applicants
Cc:
From: Gena Long, City Recorder
RE: Upcoming Civil Service Exam—Information and Documents

The Martinsburg Police Civil Service Commission has scheduled the entry level police officer examination for Saturday, November 3, 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 8:00 a.m. You may begin arriving at 7:00 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.**

You must be between the ages of 18 and 40 and a United States Citizen at the time you applied for the position. Also enclosed is the advertisement for applications, if you cannot meet the qualifications listed on the advertisement, please notify the City Recorder to withdraw your application.

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 8:00 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.

Police Civil Service Commission
Notice of Testing
Competitive Examination and Certified List of Eligibility
to Probationary Police
Officer in the Martinsburg Police Department

Notice is hereby given pursuant to the West Virginia Code 8-14-13, that position(s) for the rank of Probationary Police Officer exist in the Martinsburg Police Department and will be filled by appointment by the City Manager from a list of eligibles certified by the Martinsburg Police Civil Service Commission.

In order to be placed on the list of eligibles, an interested party must:

- Be between the ages of 18 and 40 at the time of application.
- Secure, from the City Recorder's office or online at www.cityofmartinsburg.org, an application for employment for the position of probationary Police Officer. The **correct** Application **MUST** be completed, verified and returned to the City Recorder no later than 5 PM on Wednesday, October 31, 2018. Applicants will be notified of the time and place of testing, and must undergo and achieve a passing score on a competitive written exam, date, time and location to be announced.
- On the date of exam, successful applicants will achieve a passing score on a physical agility screening test for WV state and local law enforcement officers. Certification of a physician will be **required** prior to participating in any physical testing and must be presented on the day of the exam.
- Undergo a complete medical examination testing the applicant's general physical condition in a manner prescribed by the Commission.
- Undergo a complete psychiatric examination testing the applicant's mental stability for appointment in a manner prescribed by the Commission.
- Submit to and cooperate with authorities in a background investigation as to the applicant's suitability for the position.
- Appear for scheduled oral interviews.
- Submit to any additional examinations as to the applicant's suitability for the position in a manner prescribed by the Commission.

Probationary Police Officer is a pay grade 18, beginning at \$42,028. Employees of the City of Martinsburg are provided a range of fringe benefits including vacation leave, sick leave, personal leave, health/life/dental and vision insurance, longevity pay, police pension and modified take home vehicle policy.

Applicants with a current WV Law Enforcement Certification will receive a \$3,000.00 sign on bonus, if hired.

West Virginia residency is NOT required, however, officers must live within 25 air miles of the Town Square within 90 days of employment.

Anyone not meeting the above requirements, as set by the Commission, will NOT be placed on the list of eligibles. **The City of Martinsburg is an equal opportunity employer. Women and minorities are encouraged to apply.**
Martinsburg Police Civil Service Commission.

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 (Miles)	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.