



## CHARLES TOWN POLICE DEPARTMENT

---

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

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

In order to be placed on the list of eligible applicants, an interested applicant must:

- Possess a high school diploma or GED equivalent.
- Be between the ages of 18 and 40.
- Achieve a passing score on a competitive written exam.
- On the date of exam, successfully meet the requirements on a physical agility screening test as set forth by the West Virginia State Police Academy. *A physician's certification will be required prior to participating in any physical testing and must be presented on the day of the exam.*
- Submit to and cooperate in a background investigation as to the applicant's suitability for the position.
- Submit to a polygraph examination.
- Appear for scheduled oral interviews.
- Undergo a complete psychiatric examination testing the applicant's mental stability for appointment.
- Undergo a complete medical examination and drug testing.
- Submit to any additional examinations as to the applicant's suitability for the position in a manner prescribed by the Commission.

Probationary Police Officer salary for an uncertified police officer is \$41,267.20 and a WV certified police officer is \$42,307.20. Benefits include health insurance, state retirement, four 10-hour work schedule, tuition reimbursement program, longevity pay, night/evening shift differential, holiday, vacation and sick leave compensation. All uniforms and equipment are provided including a take-home vehicle. Promotional opportunities can occur after two years in grade.

Applications can be obtained at the Charles Town Police Department, located at 114 West Liberty Street Charles Town, WV or downloaded from the department's website: [www.charlestownpolice.com](http://www.charlestownpolice.com). All applications must be returned to the Charles Town Police Department by 4:00 p.m. on March 9, 2018. Testing will begin on March 17, 2018 at 9:00 a.m.

Anyone not meeting the above requirements, as set by the Commission, will not be eligible.

**The City of Charles Town is an equal opportunity employer.**