

# Bridgeport Police Department

## Important Testing/Application Information

- All questions/blanks on the application should be completed.
- All applicants must be a high school graduate or GED.
- All applicants must be no younger than 18 or over the age of 40.
  
- The application must be received by the City Clerk at 515 W. Main St., Bridgeport, WV 26330 or [dkrivosky@bridgeportwv.com](mailto:dkrivosky@bridgeportwv.com) on or before 4:00pm, September 13th, 2019.
  
- Applications must be accompanied by copies of (or prior to physical ability exam):
  1. Applicants birth certificate
  2. High School diploma or GED
  3. Signed physician's statement
  4. Driver's operator license

### **Please remember the following dates:**

- **September 13<sup>th</sup>, 2019: Deadline for accepting applications.**
  
- **September 21<sup>st</sup>, 8:00 a.m., Physical Ability Test**  
To take place at the Bridgeport High School football field. Applicants must provide a physician's certification of fitness containing a Physicians signature prior to taking the exam. A copy of the statement is attached.
  
- **September 21<sup>st</sup>, 11:00 a.m., Written Examination**  
Written examination to be held at the Benedum Civic Center located at 164 W. Main Street, Bridgeport, WV. Only candidates who have passed the physical ability exam will be eligible for the written examination.
  
- Interview dates TBD.

## City of Bridgeport Police Officer Civil Service Testing Notice

The City of Bridgeport Police Civil Service Commission is accepting applications for the position of Police Officer. To qualify for the examinations, applicants must be not less than eighteen nor more than forty years of age on the date application is submitted; shall have a minimum of a H.S. diploma or GED, must possess or be able to obtain a valid WV operator's license and must agree to submit to a physical, psychological and any other such examinations or tests as may be required by the commission prior to appointment. Beginning annual salary without police certification is \$38,314 with certification is \$45,074. After a one-year probationary period, the salary will be \$45,531 plus applicable COLA as approved by Council. The City of Bridgeport offers an excellent fringe benefit package including fully paid health insurance for individual coverage with modest premiums for family coverage and a college tuition reimbursement program. The City provides retirement through WV Municipal Police Officer and Firefighters System (MPFRS) with eligibility for retirement at age 50 with 20 years of service. Applications disclosing dates and locations of exams may be obtained at City Hall, 515 W. Main St., between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday or at [www.bridgeportwv.com](http://www.bridgeportwv.com) and click on the Employment tab. Completed applications will be accepted until 4:00 p.m., September 13, 2019 in person or by email at [dkrivosky@bridgeportwv.com](mailto:dkrivosky@bridgeportwv.com). An Equal Opportunity Employer -----M/F/D/V. This organization participates in E-Verify.

### Application for Employment as Police Officer



City of Bridgeport  
Attn: City Clerk  
PO Box 1310  
515 West Main Street  
Bridgeport, WV 26330

Date of Application \_\_\_\_\_

*The City of Bridgeport is an equal opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, marital status, or disability status of otherwise qualified individuals. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Personnel/HR Department.*

Position: Probationary Police Officer

Name (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_ (Last) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Phone Number ( ) \_\_\_\_\_

Driver's Lic. Number \_\_\_\_\_ State of Issuance \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

**Personal History**

Are you legally entitled to apply as a Police Officer in West Virginia, because you are at least 18 years of age and not more than 40 years of age?  Yes  No

Did you serve in the U.S. Armed Forces?  Yes  No (DD-214 is required if you seek veteran's preference)

Dates of Service \_\_\_\_\_ to \_\_\_\_\_ Rank \_\_\_\_\_

Did you receive any discharge other than an honorable discharge?  Yes  No

Relevant skills and training acquired during military service: \_\_\_\_\_

Have you ever been employed by the City of Bridgeport?      Yes       No

Have you ever applied to the City of Bridgeport before?      Yes       No

Referred by:      Applied on my own       Current/Former Employee       Employment Ad   
                          College       Career Fair       Web-site

Other (Explain) \_\_\_\_\_

If offered a position, what date could you start? \_\_\_\_\_

**Addresses for previous 5 years**

**Dates**

Address	City	State	Zip Code	to

*(Should additional space be required, list information on a separate sheet)*

**References**

(List name, address, occupation, telephone number and length of relationship for 3 business/work references who are not related to you and are not previous supervisors/employers. If not applicable, list three school or personal references who are not related to you.)

Name/Address/Occupation: \_\_\_\_\_  
Phone:(      ) \_\_\_\_\_ Time Known \_\_\_\_\_

Name/Address/Occupation: \_\_\_\_\_  
Phone:(      ) \_\_\_\_\_ Time Known \_\_\_\_\_

Name/Address/Occupation: \_\_\_\_\_  
Phone:(      ) \_\_\_\_\_ Time Known \_\_\_\_\_

Do you authorize the City of Bridgeport to contact the references listed above?  
 Yes  No

**Educational History**

<u>Type of School</u>	<u>Name and Location</u>	<u>Degree/Area of Study</u>	<u>Dates Attended From-To</u>	<u>Did you Graduate?</u>
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Technical/ Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Skills and Qualifications:** (Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying)

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**Foreign Languages**  
 (List below each language you know and your proficiency level)

	<u>Fluent</u>	<u>Proficient</u>	<u>Basic</u>
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

**Q & A**

- Are you legally authorized to work in the United States?  Yes  No
- Have you ever held a position of trust, such as handling money or confidential material?  Yes  No
- Have you had a valid driver's license for two (2) years prior to the date of this application?  Yes  No
- Has your driver's license ever been revoked or suspended?  Yes  No
- If Yes, explain. \_\_\_\_\_
- Have you ever been convicted of a misdemeanor?  Yes  No
- If Yes, explain. \_\_\_\_\_
- Have you ever been convicted of a felony?  Yes  No
- If Yes, explain. \_\_\_\_\_
- Have you ever been convicted for domestic violence?  Yes  No
- If Yes, explain. \_\_\_\_\_
- Have you ever been convicted of a traffic violation (includes moving or non-moving offenses)  Yes  No
- If Yes, explain. \_\_\_\_\_
- Are you currently using illegal drugs?  Yes  No
- Do you drink alcoholic beverages?  Yes  No
- Have you applied for the position of police officer at another municipal agency or department?  Yes  No
- If Yes, where. \_\_\_\_\_
- Have you been employed as a police officer at another municipality or department?  Yes  No
- If Yes, where. \_\_\_\_\_
- Have you previously applied for employment with the West Virginia State Police?  Yes  No
- Have you been employed by the West Virginia State Police?  Yes  No
- Have you previously tested for the position of West Virginia State Police Trooper?  Yes  No

If you checked Yes to any of the questions pertaining to a previous application or employment as a police officer with another municipality or department or the West Virginia State Police, please give details.

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- What is your state of health and physical capacity for this position? \_\_\_\_\_
- Are you able to perform the essential functions of this position with/without accommodations?  Yes  No
- Will reasonable accommodations be needed during the testing process for this position?  Yes  No
- Do you object to inquiry of your present employer regarding your character, work record, qualifications or abilities?  Yes  No

Before a person is selected for enlistment, entries made in his/her application are verified and a careful and complete character investigation is conducted. You may use this space to explain any irregularities that may be disclosed by our investigations. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment History**

Begin with present or most recent employer. List **ALL** work experience beginning with your present or most recent job and working back. Include **ALL** work experience: Full- or Part-Time, Military Service, Summer Jobs, Volunteer Work, etc. If you have held more than one position/title with the same employer, list each position/title separately.

Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting salary \$ _____
Last position held: _____	Last salary \$ _____
Name of supervisor: _____	Part Time      Full time
Describe the work you did: _____	
Reason for leaving: _____	

Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting salary \$ _____
Last position held: _____	Last salary \$ _____
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Name of Company: _____	Employed from: _____
Address: _____	to: _____
Type of Business: _____	Starting salary \$ _____
Last position held: _____	Last salary \$ _____
Name of supervisor: _____	Part Time      Full time
Describe the work you did: _____	
Reason for leaving: _____	

**May we contact your past employer(s)?**       Yes  No

**May we contact you at work?**                       Yes  No

**Will you work overtime if required?**               Yes  No

**Are you able to meet attendance requirements of the position?**       Yes  No

**Have you ever been bonded?**                       Yes  No

**Additional Information:**

**List professional, trade, business or civic associations and/or any special accomplishments, publications, awards, etc.** (Exclude membership that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.)

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## **Applicant Statement**

- I certify that answers given herein are true and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application may disqualify me from consideration for employment or may result in discipline or discharge from employment.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- I understand that, under certain circumstances, I may be entitled under federal law to request in writing and receive from the City disclosure of the nature and scope of certain aspects of the City's investigation.
- I understand that the result of any pre-employment investigation, *i.e.*, criminal background check, polygraph, credit report, DMV, etc. including any information or report received in connection with the investigation, may be made known to other City personnel involved in the hiring process. I consent to the conducting and receiving of any such reports and consent to the dissemination of the results to the City's investigation personnel.
- If hired, I agree to conform to the rules and regulations of the City which will include a prescreening drug/alcohol screening/test. I understand that, if hired, I may be required to furnish proof of age and will be required to furnish proof that I am legally entitled to work in the United States and that my age meets the Civil Service requirement of at least 18 years of age and not more than 40 years of age.
- This application for employment shall be considered for a period not to exceed three (3) years. Any applicant wishing to be reconsidered for employment after this time should file a new application.

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*Signature of Applicant*

*Date*



# Bridgeport Police Civil Service Commission

## Physician's Certification of Fitness to Perform Physical Testing

I have reviewed all aspects of the attached description of the Bridgeport Police Department Physical Ability Standards test and find that the candidate listed below can perform the test safely.

Candidate's Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Bridgeport Police Department 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; 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 DISTANCE,

( Week ) ( Miles ) ( Time (Minutes) (FREQUENCY)

- 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.

Satisfactory completion of the three tests must be met to advance in the hiring process as well as for admittance to the

WV State Police Academy