

**POLICE CIVIL SERVICE COMMISSION  
CITY OF WHEELING, WV  
announces  
OPEN COMPETITIVE EXAMINATION  
for  
ENTRY LEVEL POLICE OFFICER**

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**Qualifications:** Citizen of United States; Age 18 - 40 at application; High School Diploma or equivalent; Valid Driver's License. Must meet residency requirement within six months of employment.

**Compensation:** \$38,294 to start plus full benefits. Retire as early as age 55.  
**\$5,000 sign-on incentive for WV Certified Police Officers.**

Applications may be obtained Monday through Friday, from 9:00 a.m. until 4:00 p.m., beginning **Monday, December 19, 2016 through Friday, January 13, 2017** in the Human Resources Department, Room 301, City-County Building, 1500 Chapline Street, Wheeling WV. Out of town applicants may call (304) 234-3694.

Successful candidates must pass written and physical ability tests on January 28, 2017, background check (including polygraph), physical and psychological exams will also be required. The eligibility list created from the testing will be used for hiring for up to the next two years.

Veteran's preference points will be awarded in accordance with §6-13-1 of WV State Code. Applicants who wish to be considered for veteran's preference points must submit a DD-214 or other suitable military documentation with the application.

Women, Minorities, and Veterans are encouraged to apply.

EOE

**City of Wheeling, WV Police Civil Service Commission**  
**Announces**  
**Open Competitive Examination for**  
**ENTRY LEVEL POLICE OFFICER**

**Sign up period begins DECEMBER 19, 2016 through JANUARY 13, 2017.**  
**The physical ability and written test will be JANUARY 28, 2017.**

Applications are available:

- ØMonday through Friday, 9:00 until 4:00 in the Human Resources Department, Room 301,  
City-County Building, 1500 Chapline St. Wheeling WV
- Ø[www.wheelingwv.gov](http://www.wheelingwv.gov) or [www.wheelingpd.com](http://www.wheelingpd.com)
- ØOr by contacting Lisa Gruber at 304-234-3694

To be eligible to take the Entry Level Police Officer Examination, the applicant must meet the following requirements:

- ØAge: 18 to 40 at time of application
- ØHigh School Diploma or G.E.D. Equivalent
- ØValid Driver's License
- ØNo Convictions for the following criminal offenses-Domestic Assault or Domestic Battery, DUI, or any Felony
- ØMust be a bona-fide resident of the City, Ohio County or approved area in Brooke and Marshall Counties. Employees must meet this requirement prior to appointment or within six (6) months thereafter.
- ØCitizen of the United States
- ØMinorities, Veterans, and Women are encouraged to apply – EOE

**The current Wheeling Police Department policy regarding tattoos is as follows:**

**“No member of the Wheeling Police Department will have any tattoo(s) above the neck line or below the sleeve hem of the department uniform shirt without being covered by an approved tattoo sleeve.”**

Candidates who meet the above requirements are mandated to pass a physical agility test (pass/fail) then pass a written civil service exam (70% or higher). Candidates are ranked and placed on an eligibility list based on their written test scores. Veteran's preference points will be awarded in accordance with WV State Code 6-13-1. A DD-214 or other suitable military document must be submitted with the application. The eligibility list is valid for two (2) years or until the list is exhausted.

When a vacancy exists the next eligible candidate on the current list will be contacted by the Wheeling Police Department. The candidate is required to successfully pass a Background Investigation, Polygraph Examination, Psychological Examination, and Pre-Employment Medical Physical. The final stage of the hiring process is an interview with the Chief of Police.

Once the appointment has been made to the Wheeling Police Department the officer is ranked as a Probationary Police Officer (PO), the PO must complete the following within the one (1) year Probationary Period:

- Ø Four (4) weeks of training with the department training unit
- Ø Successfully complete a sixteen (16) week Basic Police Officer Training course at the West Virginia State Police Academy located in Institute, WV
- Ø WPD Field Training Officer (FTO) program and must successfully complete this fourteen (14) week course

**Compensation and Benefits:**

- Ø Starting Salary of \$38,294, after completion of the Probationary one year period the salary increases to \$39,478.
- Ø \$5,000 Sign on bonus for WV Certified Police Officers who have not been out of law enforcement service for more than two years. These candidates will not be required to attend WVSP Academy.
- Ø Major Medical Health Insurance
- Ø Eye and Dental Insurance
- Ø Life Insurance
- Ø Uniforms and Duty Equipment, Service Pistol and a Portable Radio are provided by WPD.
- Ø \$300.00 Clothing Allowance
- Ø Uniform Cleaning Service
- Ø Twelve (12) paid holidays a year (number may vary during election years)
- Ø Two (2) weeks of accrued vacation after the first year of employment. Four (4) weeks of accrued Vacation Time after ten (10) years of employment.
- Ø Accrued Sick Leave each pay period
- Ø Eligible for retirement at age 50 and 20 years of service