



## AUTOMATIC DISQUALIFIERS

- **Criminal Activity**
  - Any Felony Conviction
  - Conviction of any crime under a Domestic Violence statute at any age that would prohibit one from meeting the qualifications needed to be a police officer
  - Conviction of a sex related crime and/or required to be registered on the Sex Offender Registry at any age.

*\*Any criminal activity, even activity that does not result in prosecution or conviction, that is not an automatic disqualifier will be assessed on a case-by-case basis with particular attention to adult misdemeanor while employed with a law enforcement agency.*
  
- **Drug use**
  - Any use of illegal drugs while employed by a law enforcement agency
  - Any participation in the manufacture, sale, distribution or transport for sale of any illegal drugs.
  - 
  -

*\*Any drug use that is not an automatic disqualifier will be assessed on a case-by-case basis.*
  
- **Military Involvement**
  - Discharge or dismissal from any military service that is other than honorable

*\*An uncharacterized discharge is not an automatic disqualifier and will be assessed on a case-by-case basis.*
  
- **Personal Conduct During BPD Application and Hiring Process**
  - Deliberate omission, concealment or falsification of relevant facts from any questionnaire, personal history statement, test or any similar written document used to evaluate or determine suitability for employment with BPD
  - Deliberately providing false or misleading information concerning relevant facts to the background investigator, polygrapher, interview panel or other individual acting as an agent of BPD during any stage of the hiring and selection process for a police officer.
  - Refusal, or failure without reasonable cause to undergo or cooperate with any required step of the BPD hiring and selection process, including but not limited to meeting with the background investigator, interview panel, polygrapher, examining psychologist or physician or completing evaluative forms or releases.
  - Refusal to provide full, frank and truthful answers to lawful questions of the background investigator, interview panel polygrapher or other individuals acting as an agent of BPD during any stage of the hiring and selection process for a police officer.



## TATTOOS/BODY ART/BRANDS

- Tattoos/body art/brands shall not be offensive in nature and shall not be such that they indicate a cause in conflict with acceptable society standards or traditional police objectives and expectations. Tattoos/body art/brands that are obscene, sexually explicit or advocate or symbolize sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos/body art/brands that advocate, gang affiliation, violence, drug use, political beliefs, political parties or represent any in a negative light are prohibited.
- No tattoos/body art/brands on the head, face, neck, hands or scalp shall be visible while wearing an open-collar summer uniform shirt, or below the cuffs of the sleeves of a winter uniform shirt. The only acceptable hand tattoo is a small wedding/commitment band on the traditional ring finger.
- Department members who wish to have a visible tattoo/body art/brands must submit a color scaled rendering of the tattoo with the placement location prior to obtaining the visible tattoo for approval by the Professional Standards Committee. The decision as to the appropriateness shall be made by the Professional Standards Committee with the final approval or disapproval by the Chief of Police or his/her designee.
- Pre-employment applicants who have visible tattoos/body art/brands when wearing an official BPD uniform shirt must be granted approval from the Professional Standards Committee before the hiring process continues.

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801



## PHYSICAL AGILITY TEST

This form **MUST be signed in the presence of a notary** before you will be permitted to participate in the Physical Agility Test for Probationary Police Officer with the City of Beckley.

I have read and understand that I will be asked to perform the following three (3) physical tasks:

EVENT	Push-Ups/1 minute	Sit-Ups/1 minute	1.5 mile run/walk Minutes/Seconds
<b>PASSING:</b>	<b>18</b>	<b>28</b>	<b>14:36</b>

I will be given specific instructions in the manner in which these physical tasks are to be performed correctly.

I am aware of the physical effort required to complete this Physical Agility Test. I assume all risk of injuries associated with participation including, but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, and all other such risks being known and appreciated by me.

**I am physically capable of participating in this test and assume inherent risks with participating in this test which can range from scratches, bruises and sprains to joint or back injuries, heart attacks and concussions.**

YES       NO

The undersigned does hereby waive any and all rights and any and all causes of action against the City of Beckley, its agents and employees, the City of Beckley Police Civil Service Commission, its agents and employees, and the sureties and bondsmen of the aforementioned, which said causes of action, and demands for, on or by reason of any damage, loss or injury, which may heretofore have accrued or which may hereafter accrue as a result of the undersigned's voluntary association, including but not limited to the above described physical test, with the City of Beckley Police Department.

This waiver is acknowledged by the undersigned to be binding on his/her heirs, successors in interest and assignees.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

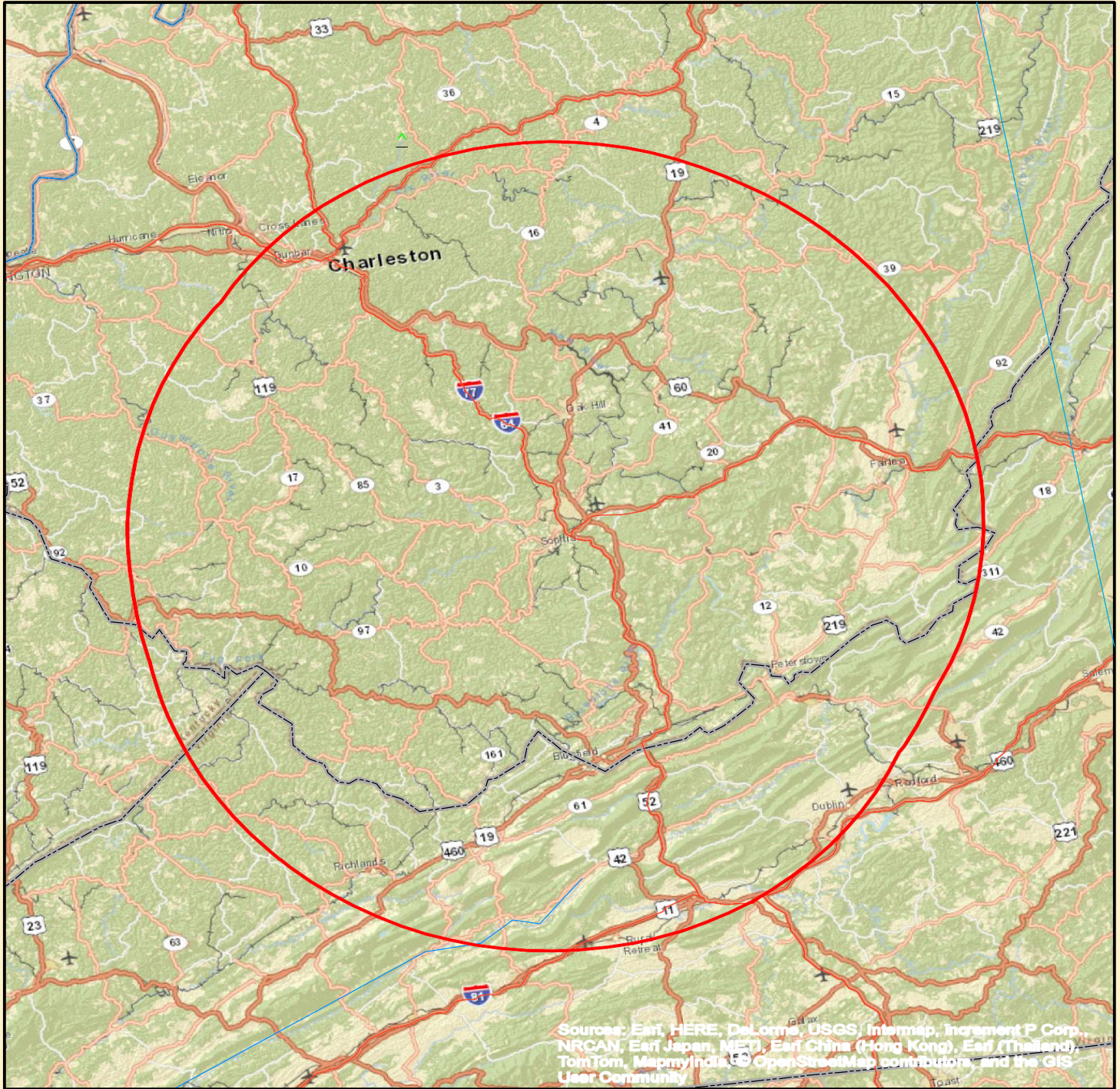
My Appointment Expires: \_\_\_\_\_

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801




## Beckley Police Department Residency Requirement Map

- \* Must reside within 35 road miles from Police Department for a take home car
- \* Must reside within the 50-mile radius from Beckley Corporate Limits



## CITY OF BECKLEY EMPLOYMENT RECRUITMENT

**Legend**

-  50 MILES FROM BECKLEY CORPORATE LIMITS
-  Rivers
-  Capital Cities Interstate Highways

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801



<b>Internal Use Only:</b>	
Date Application Received: _____	
Applied before? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, date: _____	
1 <sup>st</sup> Test Date: _____	2 <sup>nd</sup> Test Date: _____

The City of Beckley is an Equal Opportunity Employer and considers all applications for employment without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation or any other legally protected status. **Per WV State law, all applicants must be between 18-40 years of age.**

**Directions: Please respond to ALL questions. If a particular question does not apply to you or the position for which you are applying, write N/A in the appropriate blank. PLEASE PRINT CLEARLY. An incomplete application will not be considered for employment.**

Date of Application: \_\_\_\_\_ Position: Probationary Officer

LET Certified?  yes  no If yes, what state? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Last Name	First Name	Middle

Physical Address

Address	City	State	Zip

Mailing Address (if different)

Address	City	State	Zip

List all previous addresses in the past 10 years:


Home Number	Cell Number	Email Address ( <i>required</i> )

Have you applied with us before? If yes, give date: \_\_\_\_\_

Have you been employed with Beckley Police Department before? If yes, give dates: \_\_\_\_\_

Reason(s) for leaving? \_\_\_\_\_

Do any of your friends or relatives work for the City?  If so, what department? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your employer? \_\_\_\_\_

Are you able to produce proof of identity and eligibility for employment in the United States?  yes  no  
Proof of citizenship will be required upon employment.

Have you ever been convicted of a misdemeanor or felony?  yes  no If yes, please explain. \_\_\_\_\_

Do you have visible tattoos?  yes  no If yes, please describe. \_\_\_\_\_

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801

## Employment History

Please list the names of present and previous employers in order, *beginning with the most recent employer*. Include periods of military service, self-employment and unemployment.

Employer: \_\_\_\_\_ Date employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work performed/ Job duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

---

Employer: \_\_\_\_\_ Date employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work performed/ Job duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

---

Employer: \_\_\_\_\_ Date employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work performed/ Job duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

---

Employer: \_\_\_\_\_ Date employed: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Rate of pay, starting: \_\_\_\_\_ final: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Work performed/ Job duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

---

Please list additional experience on separate page.

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801

## Education

	Name and address	Course of Study	Diploma/degree
High School			
College			
Graduate/Professional			
Business/Trade School			
Other (specify)			
Other (specify)			

## License or Certification (Include Driver's License)

Type	State	Date Received	Expiration Date	Certificate Number

## Skills

Describe any specialized training, apprenticeship, job-related skills and qualifications acquired from employment or other experience.

List professional, trade, business or civic activities and offices held.

List any additional information, skills (computer) or equipment used that may be applicable to the position you are applying for.

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801

## Military Service

Branch:	Rank at Discharge:
Type of Discharge:	Briefly describe job duties:

**\*\*\*To be eligible for Veteran's Preference Points an applicant would have to have been enlisted in the Armed Forces after September 7, 1960 or entered active duty other than by enlistment on or after October 14, 1982; AND**

- a) **Completed 24 months continuous active duty or the full period called or ordered to active duty or was discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173; AND received or was entitled to receive a campaign badge or expeditionary medal, OR**
- b) **Is a disabled veteran.**

**Please attach a copy of your DD-214 if you are eligible and requesting Veteran's Preference Points.**

## References

You must list at least four (4) references. **Do NOT include family members or past supervisors.**

Name:	Phone:	
Address:	Relationship:	Years known:

Name:	Phone:	
Address:	Relationship:	Years known:

Name:	Phone:	
Address:	Relationship:	Years known:

Name:	Phone:	
Address:	Relationship:	Years known:

Name:	Phone:	
Address:	Relationship:	Years known:

Name:	Phone:	
Address:	Relationship:	Years known:



# Beckley Police Department Application Process

---

501 Neville Street Beckley, WV 25801



## Information Release Authorization

I authorize the City of Beckley or its agents to contact by phone, correspondence, or in person, my previous employers and personal references to determine fitness for employment and may include, but is not limited to: employment history verification, job performance, disciplinary record, criminal background investigation, character and reputation. I further acknowledge I will not pursue any legal claims, including, but not limited to, defamation, libel, slander or invasion of privacy against the City of Beckley.

By signing this agreement, I agree to hold harmless any previous employer, or agent of that organization, or any individual providing information in this authorization. I further authorize the City of Beckley to provide a copy of this release upon request.

\_\_\_\_\_  
Applicant (Please Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801



I hereby affirm with this application of employment as a police officer that the information provided on this application is true and complete to the best of my knowledge and that I am at least 18 years of age and no older than 40 years of age at the present time. I agree that falsified information may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that the City reserves the right to require its employees to submit to blood tests or urinalysis for alcohol or drug screens. I understand that refusal to submit to a urinalysis, blood test or search, when requested to do so, may result in termination of my employment.

Compliance with the City of Beckley/Beckley Police Department Substance Abuse/Drug Testing Policy is a condition of employment. The City requires that every newly hired employee be free of alcohol or drug abuse. Each offer of employment is contingent upon successfully completing a urinalysis test/screen for alcohol and drugs in accordance with City and Departmental policy. Continued employment is also contingent upon compliance with the police department's Drug Testing Policy.

RELEASE:

I hereby authorize any prior employers to provide such information concerning my employment with them as be requested, and also authorize the Registrar/Placement Office of all educational institutions attended to release an official copy of my transcript and, if applicable, faculty appraisals.

I have read and understand these conditions of employment.

\_\_\_\_\_  
Applicant (Please Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Beckley Police Department Application Process

501 Neville Street Beckley, WV 25801

---

### Applicant Statement

- I certify that answers given herein are true and complete to the best of my knowledge.
- I agree if the information is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge.
- 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 this application for employment shall be considered for a period of time not to exceed **2 years**. I understand that to be reconsidered for employment after this time I will need to file a new application.
- I understand that I will need to keep the Beckley Police Department advised of any change in address or telephone number while my application is on file.
- I understand that I must have the **PHYSICAL AGILITY TEST** form signed and notarized and bring it with me on the day of the Physical Agility Test.
- I have read and understand the Beckley Police Department's **AUTOMATIC DISQUALIFIERS FOR POLICE OFFICERS**.
- I have read and understand the Beckley Police Department's **Personal Appearance Policy** section on **TATTOOS/BODY ART/BRANDS**.
- I have read and understand the Beckley Police Department's **RESIDENCY REQUIREMENTS**.
- **All who are appointed to the position of Probationary Police Officer shall be for a probationary period of twelve months: Provided, that at any time during the probationary period the probationer may be discharged, in the manner provided in the WV State Code. If, at the close of this probationary period, the conduct or capacity of the probationer has not been satisfactory to the appointing department, the probationer shall be notified, in writing, that they will not receive absolute appointment, whereupon their employment shall cease; otherwise, their retention in the position of Police Officer beyond the probationary term shall be equivalent to their absolute appointment.**

---

Signature of Applicant

---

Date

Please submit to: Beckley Police Department 501 Neville Street Beckley, WV 25801