

Dear Applicant:

Enclosed is an Application for Examination to be administered by the Harrison County Civil Service Commission for Deputy Sheriffs.

**ELIGIBILITY:** Applicants must:

- Be A US Citizen
- Be at least eighteen years of age and not older than forty-five years of age (WV Code 7-14-8)
- Possess a High School Diploma or GED Certificate
- Possess a valid driver's license
- Establish residency in Harrison County within one (1) year of appointment

**APPLICATION DEADLINE:** Only qualified applicants who have submitted a Harrison County Civil Service Application to the Harrison County Sheriff's Office will be permitted to participate in the examination process. Applications may be emailed to: [hburnside@harrisoncountywv.com](mailto:hburnside@harrisoncountywv.com) no later than Wednesday, March 29, 2023 OR submitted in person at the testing location during check-in time.

**EXAMINATION PROCESS:** The examination process will consist of a physical agility test and a written examination. Applicants will be eligible to take the physical agility test if their application is received before the deadline – no additional notice will be given. Only those applicants who successfully pass the physical agility test will be permitted to take the written examination.

**\*\* Active WV Certified Officers are only required to take the written examination. \*\***

**TESTING DATES**

<b>Wednesday, April 5, 2023</b>	<b><u>OR</u></b>	<b>Saturday, April 8, 2023</b>
6:00pm		12:00pm
Robert C. Byrd High School (RCB)		Robert C. Byrd High School (RCB)

**Applicants must bring valid photo identification.**  
**Report to the track at RCB to check-in 30 minutes before the test.**  
**Testing will begin promptly at the designated times.**  
**Applicants arriving late will not be permitted to take the test.**

**PHYSICAL AGILITY TESTING:** Applicants will be required to complete the following:

- 18 properly executed pushups within one minute
- 28 properly executed sit-ups within one minute
- Complete a 1.5 mile run within 14 minutes and 36 seconds

**WRITTEN EXAMINATION:** Active WV Certified Officers and applicants who have successfully completed the physical agility test will be invited to take the written exam immediately following the physical agility test.

The National Criminal Justice Selection Inventory Integrity- NCJOSI^2 will be administered. Study materials may be purchased at: [http://iosolutions.com/shop/?swoof=1&pa\\_examination=ncjosi2](http://iosolutions.com/shop/?swoof=1&pa_examination=ncjosi2)

Thank you for your interest in the Harrison County Sheriff Office and Good Luck!

Sincerely,

Robert G. Matheny  
Sheriff



## HARRISON COUNTY CIVIL SERVICE APPLICATION FOR DEPUTY SHERIFF

Harrison County Sheriff's Office • 609 W. Main Street • Clarksburg, WV 26301

Phone 304-423-7700

### Applicant Information

Full Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Number, Apt #, Street Name City State Zip*

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ Are you a Certified Police Officer? YES ☐ NO ☐

Are you a veteran of the Armed Services? YES ☐ NO ☐

Are you physically capable for the position as outlined on the cover sheet? YES ☐ NO ☐

### Employers for the Past 3 Years

Company: _____	Phone: _____
Company: _____	Phone: _____
Company: _____	Phone: _____

### Residences for the Past 3 Years

Address: _____	Phone: _____
Address: _____	Phone: _____
Address: _____	Phone: _____

I understand and agree that this application is not an offer of employment.

Affirmation: In signing this application you are certifying all statements are true and complete. The Harrison County Civil Service Commission reserves the right to verify information given in this application. Misrepresentation is grounds for disqualification and punishable by fine and/or imprisonment.

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

**HARRISON COUNTY SHERIFF'S OFFICE**  
**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. The 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 blood 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 to 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 (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 Deputy Sheriff.

The tests described are graded as pass or fail; acceptance is based upon successfully passing all measures.