MISSION / VISION STATEMENT

- To enhance the quality of life in our community, the West Virginia University Police commit to preventing crime, preserving the peace and protecting lives and property by enforcing the laws of our state in a just, impartial, and equitable manner.

- To be recognized as best in the state for community safety through partnership building.
DEPARTMENT INFORMATION

The West Virginia University Police Department was formed in 1961 and is the State’s largest university police organization. It is also one of the 10 largest police organizations in West Virginia. Over the years we have progressed to become one of the most community-focused police organizations in the profession.

The West Virginia University Police Department is a proud and professional organization. Active and former personnel continually recruit applicants for open positions. An applicant must be focused on service, community involvement and crime prevention, and must have good moral character and integrity.
AUTHORITY

- Officers with the WVU Police Department are armed and fully empowered police officers.
- They exercise the same authority as Deputy Sheriff’s under WV Law.
  - Including making arrests and issuing criminal, traffic and parking citations.

Pictured from left to right: Lt. W.P. Chedester, OFC. H. Ruggiero, and OFC. E. Johnson of the bicycle patrol unit.
TRAINING

- Officers receive the same training at the West Virginia State Police Academy as all other police officers in the state.

- They also receive additional training in:
  - Sex Crimes
  - Illicit Drugs and Abuse
  - Self Defense
  - Domestic Violence
  - Crime Prevention
  - Traffic Stops
  - First Aid/ CPR/ AED
  - Various community policing topics

Above: The West Virginia State Police Academy in Institute, WV

Photo taken by: Sgt. M.D. Lynch (WVSP)
The department is led by Chief Bob Roberts, who also heads departments at our regional campuses.

The department currently has over 50 police officers, two K-9 Officers, Investigations Unit, Bicycle Patrol Unit, Special Response Team and a fully functional dispatch center.

The WVU PD station is located on University Avenue across the street from First Exchange Bank in the Prete Building/University Service Center.
SERVICES WE PROVIDE

- General Crime Prevention
  - Pro-Active & Reactive Response
  - Routine patrol coverage and response
- Investigation of crimes that occur on campus.
- Advice on reducing vulnerability to crime.
- Emergency response to on-campus incidents twenty-four hours a day, 365 days a year.
- Assistance with non-emergency incidents on campus such as vehicle lock-outs and vehicle jumps.
- Community Policing Programs
COMMUNITY POLICING PROGRAMS

- OPERATION ID
- OPERATION LOCK OUT
- PROTECT (Self-Defense for women)
- JEOPARDY
- ARRIVE ALIVE (DUI Awareness)
- ALCOHOL / DRUG EDUCATION PROGRAMS
- CRIME PREVENTION INFORMATION
- CADET PROGRAM (Student Patrols)

Pictured Right: Sgt. K. Hamon explains how the PBT (Preliminary Breath Test) device works to some students during an Arrive Alive program at Summit Hall.

Pictured Top: Sgt. Peggy Runyon and Lt. Brian Hoxter with the WVU Cadets.
CAMPUS POLICE

OFFICER

POSITION INFORMATION
Basic Criteria and Qualifications

- West Virginia State law requires an applicant to be a bona fide resident of West Virginia.
- Applicant must be bondable.
- Applicant must have a minimum of an Associate’s Degree from an accredited institution of higher learning.
- Applicant must possess a valid West Virginia driver’s license.
- Applicant must not have any domestic violence convictions.
- Applicant must be eligible to work in the United States.
- Applicant must not be addicted to any illegal substances. Drug testing is mandatory.
- Applicants must be able to meet the required fitness standards and height/weight requirements for the academy. Sworn officers with current West Virginia certification are exempt from these requirements, but all others must meet the standards.
The University **shall** reject an applicant for the following or other conditions or circumstances:

- The applicant is found to lack any of the preliminary requirements established for consideration for the position by statute or otherwise.
- The applicant has been convicted of a felony crime or serious misdemeanor.
- The applicant has made a false statement of material fact or has misrepresented his or her qualifications in the application or subsequent background investigation.
- The applicant has been previously dismissed for delinquency, misconduct, or other similar cause.
- The applicant has used or attempted to use political pressure or bribery to secure an advantage in the selection process or appointment.
- The applicant has directly or indirectly obtained information regarding the selection process to which, as an applicant, he/she was not entitled.

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The University **shall** reject an applicant for the following or other conditions or circumstances:

- The applicant has failed to submit the application correctly or within the prescribed time limits.
- The applicant has taken part in the compilation, administration or correction of any examination used in the selection process.
- Any of the applicant’s former employers state that they would not re-employ the applicant or otherwise indicate that the applicant’s services as an employee were unsatisfactory, or that the applicant is lacking in character, that are not properly explained.
- The applicant fails to meet the basic criteria for the position.
- The applicant has any convictions for a serious traffic offense (e.g. DUI, negligent homicide).
- The University detects or discerns any condition or circumstance involving the applicant that may grossly impair the applicant’s ability to perform the duties attendant to the position of a University Police Officer at any stage of the process.
The University **may** reject an applicant for the following or other conditions or circumstances:

- The applicant has been rejected during any phase of a previous selection process and the condition or circumstance causing the rejection still exists.

- The applicant has any convictions for misdemeanor crimes involving persons or property that are not waived by the Chief of Police.

- The applicant has any type or method of body art that would be normally observable while wearing any West Virginia University Police uniform and is deemed offensive.
IDEAL CANDIDATES WILL POSSESS...

- Prior police experience and law enforcement certification (preferred)
- Minimum of an Associate’s Degree.
  - Personable and a desire to serve
  - Ability to make decisions based on the department’s value system
  - Demonstrate compassion and empathy for others
IDEAL QUALITIES

- Good Communication Skills
- Ability to be proficient with a firearm (prior experience preferred).
- Prior knowledge of or ability to learn rapidly:
  - Federal & State Laws
  - Investigative Techniques
- Honest
- Hardworking
- Desire to be a member of the community and team
DUTIES OF A POLICE OFFICER

- Patrol
- Crime Prevention
- Investigation of Criminal Activity
- Response to Criminal Activity
- Report Writing
- Testifying in Court and at Student Conduct Hearings
- Response to and Investigation of Traffic Accidents
ADDITIONAL DUTIES

- Effecting Arrests
- Serving Search Warrants
- Assisting the Public
- Directing Traffic
- Processing & Securing Evidence
Since all newly hired officers are required to attend the West Virginia State Police Academy, shortly after your first day of employment you will be required to take and pass a physical fitness test to ensure you will be able to apply and participate in academy training:

- 1.5 Mile Run - 15:20
- 18 Push Ups in one minute
- 27 Sit Ups in one minute
BENEFITS

- Salary
  - $28,821.00 (Plus Longevity & Overtime)
- Annual Leave (Vacation)
  - 15 Days Per Year (Accrued 1.25 days per month)
- Sick Leave (1.50 days per month)
- Health Insurance
- Dental Insurance (Optional)
- Vision Insurance (Optional)
- Life Insurance
- Retirement Plan
- Tuition Waivers
- Child Care Reimbursement
Opportunities for Advancement and Specialization
(including promotions and specialty positions)

- FTO - Field Training Officer
- Bicycle Patrol
- SRT - Special Response Team
- 4 Investigator
- 6 Sergeant
- 5 Lieutenant
- 5 Captain
- Major
- Chief
- Defensive Tactics Instructor
- Training Manager
- Computer Forensics Officer
- Firearms Instructor
- K-9 Officer
Go to WVU’s Human Resources website.

- Look for openings in the Jobs Bulletin at http://www.hr.wvu.edu/jobs/jb.cfm

- Fill out an application at http://www.hr.wvu.edu/apply.cfm and print it out. The application can either be mailed or hand-carried to the Human Resources Office in One Waterfront Place.

Qualified applicants may be contacted for an interview.

Applicants who perform well in an interview may begin the background investigation.

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Application/Hiring Process

- It’s important to be completely honest and to return your background packet by the date given.

- Applicants will also be interviewed by the person conducting the background investigation.
  - Additional procedures will include fingerprinting and a photograph.

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Application/Hiring Process

- Following the completion of a background investigation you may be asked to complete a polygraph test.
- You will be sent for a drug test.
- A candidate is selected and offered a position.
- If hired you must complete a twelve week Field Training program as well as a six month probationary period in addition to sixteen weeks of academy training and initial department training.
Equal Employment Opportunity
Policy Statement

It is the policy of West Virginia University to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, ancestry, marital status or disability.

West Virginia University assures full compliance with all federal, state and local laws relating to Equal Employment Opportunity, Affirmative Action and non-discrimination.

West Virginia is an Equal Employment Opportunity Employer.
Law Enforcement is not just a career, it’s a commitment.

If you’re ready for an exciting, meaningful career, Apply Now!
Notice of Disclaimer

This brochure has been compiled solely for informational purposes and provides only an overview of the testing, qualifications and requirements for the position of West Virginia University Police Officer. Amendments to federal and state law, personnel policies and the Administrative Rule may supplement, modify or supersede the contents of this brochure.

Further, this brochure is not an employment contract or agreement, and its contents are subject to change without notice.