

**GLENDALE HEIGHTS POLICE COMMISSION**  
**300 Civic Center Plaza**  
**Glendale Heights, IL 60139**  
**(630) 909-5398**

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**APPLICATION and TESTING INSTRUCTIONS**

**\*\*\*IMPORTANT\*\*\***

Once you have completed your application, return it along with your checklist and pertinent information. **Your application must be received by 7:00 p.m. Wednesday November 29, 2006.** Applications can be found on [www.glendaleheights.org](http://www.glendaleheights.org)

Minimum preliminary requirements to apply:

- \$10.00 non-refundable Application Fee –Payable to: Village of Glendale Heights (Due at time of submission)
- U.S. Citizenship or Legal Alien Admitted for Residence
- No Felony or misdemeanor convictions involving moral turpitude
- Associates Degree **OR** 60 Semester College Hours **OR** 90 Quarter Accredited College Hours **OR** 2 years Active Duty with Honorable Discharge **and** a high school diploma or its equivalent
- Valid Illinois Driver's License
- 21-35 years of age OR 20 years of age with 2 years law enforcement studies at time of application OR as otherwise exempt from age limitation by Statute
- Residency within 20 miles of the Village Limits by the end of Probation Period (18 months) is required
- Starting salary: \$46,675.20 } Current salary as of 05/01/05, contract under negotiations
- Ceiling salary: \$66,581.20 } Current salary as of 05/01/05, contract under negotiations
- Bi-Lingual capability is desired but not required
- Not classified as a conscientious objector by his Local Selective Service Draft Board

**The orientation meeting is scheduled for  
Wednesday, at 7:00 p.m. on November 29, 2006**

**The physical agility test is scheduled for  
Saturday, at 9:00 a.m. December 2, 2006**

**The written examination is scheduled for  
Saturday, at 9:00 a.m. on December 9, 2006**

**ATTENDANCE AT THE ORIENTATION MEETING AS WELL  
AS OTHER TESTS ARE MANDATORY.**

**THE LOCATION FOR ABOVE IS:  
GLENDALE HEIGHTS CIVIC CENTER, 300 CIVIC CENTER PLAZA,  
2<sup>ND</sup> FLOOR (Court Room), GLENDALE HEIGHTS, IL 60139**



To Applicant

Please find attached the application for Police Officer.

Good luck to you, and see you at orientation!

**Please note:**

For ease of duplicating, the entire packet has been stapled. Only the "Application for Employment" (pages 3-18) are to be returned with the necessary items on the checklist.

Thank you.

## **Application for Employment**

Glendale Heights Board of Police Commissioners  
300 Civic Center Plaza  
Glendale Heights, IL 60139  
(630) 909-5398

### **Introduction and Directions**

Your application will be considered with others without regard to race, color, religion, sex, national origin, age, ancestry, handicap, disability, or other legally protected status, in accordance with all applicable legal requirements. All information contained in or connected with the application will be considered personal and confidential and used only in conjunction with your possible employment.

1. Application for Police Department

### **Personal Information**

**Date of Birth** \_\_\_\_\_

2. Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Last First Middle

3. Present address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

4. Home telephone number \_\_\_\_\_ Work telephone number \_\_\_\_\_

5. Cellular telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

6. Do you have a valid driver's license? Yes  No

7. Are you legally eligible for employment in the United States? Yes  No

8. Have you ever been convicted of a felony?

Yes  No  If Yes, describe in full where convicted and disposition of the case.

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9. Do you speak, read and/or write any foreign languages? Yes  No

If Yes, which languages. \_\_\_\_\_

10. Are you willing to participate in pre-employment testing related to the position applied for?

Yes  No

**Employment History**

11. Have you ever worked for the Village of Glendale Heights? Yes  No

If Yes, provide details under employment history.

12. Have you ever applied for a position with the Village of Glendale Heights?

Yes  No

If Yes, when? \_\_\_\_\_ Department \_\_\_\_\_

13. If you have **never** worked for the Village, mark ( X ) here.

14. Are you presently employed? Yes  No

Please give accurate employment record of all part time and fulltime positions. Start with your current job and list all former jobs, starting with the most recent.

14a. Company Name	Telephone ( )
Address	Employed (month and year) From To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	

14b. Company Name	Telephone ( )
Address	Employed (month and year) From            To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	
14c. Company Name	Telephone ( )
Address	Employed (month and year) From            To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	
14d. Company Name	Telephone ( )
Address	Employed (month and year) From            To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	

14e. Company Name	Telephone ( )
Address	Employed (month and year) From            To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	
14f. Company Name	Telephone ( )
Address	Employed (month and year) From            To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	
14g. Company Name	Telephone ( )
Address	Employed (month and year) From            To
Name of Supervisor	Reason for Leaving
State job title and describe your work.	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do not contact the following:

Employer Name \_\_\_\_\_

Reason \_\_\_\_\_

**Military Service Record**

15. Have you served in the U.S. Armed Forces?      Yes       No

If Yes, in what Branch? \_\_\_\_\_

Dates of Service      From \_\_\_\_\_ To \_\_\_\_\_

Rank \_\_\_\_\_

Type of Discharge \_\_\_\_\_

**Education, Training and Experience**

16. School	Name and Address	Number of Years	Did you Graduate	Degree / Diploma
High school			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
High school			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Other Training and Experience**

17. School	Name and Address	Number of Years	Did you Graduate	Degree / Diploma
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand that if I have made any false statements, provided any false information or made any material omissions, that my application may be rejected, eliminating me from further consideration.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYMENT: PAST AND PRESENT**

**CONSENT**

I hereby consent to a thorough investigation of my past and present employment activities and agree to cooperate in such investigation. I hereby authorize my past and present employers to release the requested information and to comment on my work record.

**RELEASE**

I understand that by this written authorization my past and present employment records will be disclosed to third parties.

I hereby consent to the release of the results of the investigation into my past and present employment and other relevant information to authorized representatives of the Village of Glendale Heights for appropriate review which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present employment and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**ALCOHOL, DRUG AND SUBSTANCE ABUSE SCREENING**

**CONSENT**

I hereby consent for the Village of Glendale Heights, or its authorized representative to collect blood, urine, or saliva samples from me and to conduct other necessary medical tests to determine the presence in my body or use by me of alcohol, drugs or controlled substances.

I understand that the presence of certain medications in my blood and/or urine may affect the test results. To aid in the analysis of the test results I would like to inform the Village of Glendale Heights and its authorized representative that I have taken the following medications in the last seven (7) days: \_\_\_\_\_

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**RELEASE**

I understand that release of my medical records by this written authorization will result in disclosure of these test results.

I hereby consent to the release of the test results and other relevant medical information to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the drug, alcohol and substance abuse screening or due to the disclosure of the test results as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**CREDIT HISTORY**

**DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from private credit reporting agencies as to your credit history. This investigative consumer report includes, if applicable, information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

**CONSENT AND AUTHORIZATION TO INVESTIGATE CREDIT HISTORY**

I hereby authorize and consent to a thorough investigation of my past and present credit history and disclosure of the results of that investigation to third parties. I understand that release of my past and present credit records by this written authorization will result in the disclosure of those records. I understand that this investigative consumer report can include, if applicable, information as to my character, general reputation, personal characteristics, and mode of living.

**RELEASE**

I hereby consent to the release of the results of the investigation of my credit history and other relevant information to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present credit history and the disclosure of the results of that investigation as authorized by me.

I waive the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS § 40/7(1). I also acknowledge that I have had the opportunity to discuss the importance of this waiver with legal counsel of my own choosing.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**CRIMINAL HISTORY INFORMATION**

**DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from State and local law enforcement agencies for any reportable criminal history information concerning you. This information can include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

**RELEASE**

I understand that release of the results of the investigation to determine my criminal history information will result in the disclosure of information concerning whatever criminal history exists regarding me to third parties.

I hereby acknowledge the results of the investigation to determine my criminal history will be released to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into my criminal history and the disclosure of any of that information.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Witness Signature Date \_\_\_\_\_

**DRIVING RECORD**

**DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from the Secretary of State regarding your driving record. This information can include a record of your current driver's license issuance information (exclusive of information on judicial driving permits); convictions and orders entered revoking, suspending, or canceling your driver's license or privilege.

**RELEASE**

I understand that release of the results of the investigation of my driving record will result in disclosure of information concerning my driving record to third parties.

I hereby acknowledge the results of the investigation of my driving record will be released to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into and the disclosure of my driving record.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**POLICE OFFICER EXAMINATION**

**RELEASE**

By this written authorization I understand that release of the results of my Police Officer Examination will result in disclosure of those test results to third parties.

I hereby consent to the release of the results of my Police Officer Examination for dissemination to those which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Police Officer Examination or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability that will affect my ability to take any examination, I will so inform the Village of Glendale Heights prior to the administration of the examinations so that a reasonable accommodation can be make. The Village of Glendale Heights reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

**HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA**

**CONSENT**

I hereby consent to an investigation to determine the authenticity of my high school (or its equivalent), college, or university diploma. I hereby authorize my secondary school or its equivalent to release such information regarding the authenticity of my high school (or its equivalent), college, or university diploma to representatives of the Village of Glendale Heights.

**RELEASE**

I understand that by this written authorization that information gathered regarding the authenticity of my diploma or its equivalent will be disclosed to third parties.

I hereby consent to the release of results of the investigation of the authenticity of my diploma or its equivalent to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of the authenticity of my high school (or its equivalent), college, or university diploma and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**MEDICAL RECORDS**

**CONSENT**

I hereby consent for the Village of Glendale Heights, or its authorized representative to obtain my medical records from \_\_\_\_\_ for the period of time beginning \_\_\_\_\_ and ending \_\_\_\_\_.

**RELEASE**

I understand that release of my medical records by this written authorization will result in disclosure of my medical records.

I hereby consent to the release of my medical records to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the disclosure of my medical records as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**PERSONAL INFORMATION RELEASE**

**DISCLOSURE**

This is to inform you that in processing your application an investigation has been made whereby information is obtained concerning you. This information can include a record of all personal information, required by statute to be collected and maintained by government agencies.

**RELEASE**

I understand that release of the results of the historical investigation profile will result in the disclosure of information regarding me to third parties.

I hereby acknowledge the results of the investigation will be released to authorized representatives of the Village of Glendale Heights for review to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Glendale Heights, its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation and the disclosure of any of that information.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

**PHYSICAL AGILITY TEST**  
**RELEASE**

I understand that as part of the examination process I must submit to a Physical Agility Test. I acknowledge that the Physical Agility Test is strenuous and there are risks of injury or death associated with participation in the Physical Agility Test and I voluntarily assume these risks.

I certify that I am now in good health and know of no limitations that I have which would prevent me from performing the Physical Agility Test or which if communicated to the officers, servants, agents, and employees of the Village of Glendale Heights, would cause them to refuse to permit me to take the Physical Agility Test.

I understand that by this written authorization I am consenting to the release of the results of my Physical Agility Test and that release will result in disclosure of those test results to third parties.

I hereby consent to the release of my Physical Agility Test results and other relevant information to authorized representatives of the Village of Glendale Heights for appropriate review to which I have made application for employment or to which I will make application for employment.

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In the event that I have a disability, which will affect my ability to take any examination, I will so inform the Village of Glendale Heights, prior to the administration of the examinations so that a reasonable accommodation can be made. The Village of Glendale Heights reserves the right to require medical documentation concerning the need for the accommodation.

This release is binding on myself, my heirs, assigns, executors and administrators.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
                  Applicant Signature  
\_\_\_\_\_  
                  Witness Signature

## GLENDALE HEIGHTS CHECK LIST

All releases must be signed, witnessed, and dated. Return the following releases and copies with your completed application Glendale Heights Police Department at 300 Civic Center Plaza, Glendale Heights, IL 60139. **Your application must be received by 7:00 p.m. Wednesday November 29, 2006. You may bring it with and turn in at the Orientation Meeting.**

- APPLICATION FOR EMPLOYMENT
- EMPLOYMENT RELEASE
- ALCOHOL, DRUG, AND SUBSTANCE ABUSE SCREENING RELEASE
- CREDIT HISTORY RELEASE
- CRIMINAL HISTORY INFORMATION RELEASE
- DRIVING RECORD RELEASE
- POLICE OFFICER EXAMINATION RELEASE
- HIGH SCHOOL/COLLEGE/UNIVERSITY DIPLOMA RELEASE
- MEDICAL RECORDS RELEASE
- PERSONAL INFORMATION RELEASE
- PHYSICAL AGILITY RELEASE
  
- COPY OF DRIVER'S LICENSE
- COPY OF BIRTH CERTIFICATE
- COPY OF HIGH SCHOOL DIPLOMA/OR EQUIVALENT
- COPY OF COLLEGE/UNIVERSITY DIPLOMA
- COPY OF COLLEGE/UNIVERSITY TRANSCRIPTS
- COPY OF MILITARY SERVICE RECORD (if applicable)
- COPY OF MILITARY DISCHARGE (if applicable)
- \$10.00 APPLICATION FEE (made payable to Village of Glendale Heights)

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2<sup>ND</sup> FLOOR (Court Room), GLENDALE HEIGHTS, IL 60139**

# C.O.P.S. Testing Service, Inc.

## Law Enforcement Written Entrance Evaluation

### Interpretation Guide

The Law Enforcement Written Entrance Evaluation consists of a series of ten timed tests that are used to determine a candidate's ability level in each area. A high score of the combined ratings of these skills is designed to identify the candidates possessing the greatest potential for success and continued growth in a law enforcement career.

**Group 1 Problem Solving and Concept Formation.** The tests in the battery assess problem solving approaches, observations, planning, recognition and manipulation of information and application, which are primary aspects of information management and problem solving.

**Test 1 - Pattern Analysis** This test evaluates the applicant's power of observation and perceptual ability as they search for a simple pattern within a larger, more complex pattern.

**Test 2 - Symbolic Coding** This test measures the eye-hand coordination and memory ability as the applicant moves through familiar objects and categorizes them.

**Test 3 – Nonverbal Logic** This test evaluates the applicant's ability to think logically and quickly using pictures instead of words or phrases.

**Group 2 Recognition and Recall Approach.** This assessment measures the applicant's information retention ability. As a police officer, it is important to have the ability to recognize and recall salient environmental features and apply that information to respond efficiently and effectively.

**Test 5 – Observation Recall** This assessment measures a person's ability to observe defined data for a set period of time and then answer related questions based upon their recollection.

**Group 3 Judgment and Reasoning.** The ability to make decisions and follow procedures based on facts and information that is new to the applicant is used to evaluate the applicant's grasp of ideas and attention to detail, which conveys confidence and results in a higher score.

**Test 4 – Map Reading** This test will assess the applicant's ability to understand map reading and to follow through with communicating a response to each task.

**Test 6 – Judgment and Reasoning** The questions on this test are designed to identify if the candidate can make sound decisions based on information that is read.

**Group 4 Relationships Knowledge.** A police officer must possess adequate general knowledge and demonstrate appropriate verbal skills to convey their thoughts effectively and function within a number of levels of society.

**Test 7 – Government Knowledge** This is a general knowledge test comprised of questions developed from a common topic, our government and judicial system. It is utilized to assess a person's ability to retain general information common to most adults, which may have been taught or learned through education programs, daily living and exposure.

**Test 8 – Social and Interpersonal Applications** One of the primary situations that police officers must contend with is working directly with people in human relationships. This is a word usage test comprised of words associated with human and personality traits.

**Group 5 Language Competency** Effective communication is a vital function for a public safety officer. This battery of tests assesses the candidate's language knowledge and application ability.

**Test 9 – Vocabulary Competency** The purpose of this test is to evaluate the applicant's knowledge of work usage and understanding of word meanings, ability to understand concepts, and think constructively.

**Test 10 – Language Application** This test measures the applicant's ability to understand effective communication through thought processing combined with vocabulary usage.

# **PHYSICAL AGILITY TEST REQUIREMENTS**

## **WHAT IS PHYSICAL FITNESS?**

Physical fitness is a health status pertaining to the individual having the physiological readiness to perform maximum physical effort when required. Physical fitness consists of four areas:

*Aerobic capacity and cardiovascular endurance* pertaining to the heart and vascular system's capacity to transfer oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.

*Strength* pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.

*Flexibility* pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

## **WHY IS PHYSICAL FITNESS IMPORTANT AS A JOB RELATED ELEMENT FOR FIRE AND LAW ENFORCEMENT SERVICES?**

It has been well documented that law enforcement and fire fighting personnel (as occupational classes) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Fire and law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain, which can minimize the "known" health risk for fire and law enforcement personnel.

Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These four fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations. Data has also shown that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. An unfit employee is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

## IMPORTANCE OF WARM-UP AND COOL-DOWN

The warm-up should consist of low-level exercises that involve the use of large muscle groups, and is designed to increase the internal body temperature. In addition, the warm-up slowly and gradually accelerates the heart rate and blood pressure. The body is now physiologically ready for activity because the respiratory and circulatory systems are functioning above resting levels and prepared for more strenuous effort.

The warm-up should be composed of general low level exercise. Stretching the muscles before exercise is advised to avoid strained or pulled muscles. However, stretching exercises alone, although beneficial, are not adequate to increase heart rate and circulation. General low level activity must be used, like pedaling a bicycle at a lower workload or jogging at a slower pace and gradually increasing the intensity. Difficult exercises like pull-ups or push-ups should be avoided because they can lead to early fatigue before you begin exercising. Without the warm-up, strenuous exercise is associated with inadequate blood flow to the heart and may cause abnormal heart rhythms as detected by the electrocardiogram (ECG). Research shows that even a two-minute warm-up of jogging in place eliminates these abnormal ECG changes. So, if you're serious about your exercise program, before accepting the challenge - be prepared!

Under normal conditions during exercise, heart rate and blood pressure increase along with vasodilatation (blood vessel dilation) to increase blood flow (oxygen) to the working muscles. In most exercise programs, the legs receive a large portion of the oxygen since they contain the largest group of working muscles. When activity ceases, heart rate and blood pressure return towards normal resting values but blood vessels are still somewhat dilated. The combination of reduced blood pressure and increased flow towards the lower body can cause a hypertensive state in the upper body. This hypertensive state can lead to dizziness, lightheadedness, and even unconsciousness.

To avoid these uncomfortable symptoms, it is advised to complete your exercise routine with an active recovery (gradually taxi to the gate). The cool-down can be performed by simply walking, pedaling, or jogging at a slower pace (spread your wings). The cool-down allows the heart rate and blood pressure to safely and gradually return towards pre-exercise levels (slowly apply your brakes). It is important to keep moving after exercise because motion helps the muscles pump blood back towards the heart. If the cool-down is neglected, blood may pool in the lower extremities. So continue your dedication, but avoid the consequences of abrupt termination and not knowing why.

## HOW WILL THE PHYSICAL ABILITY BE MEASURED?

The physical ability consists of four pass-required steps and four assessment tools. Each event is a scientific and valid test. The test will be given in sequence with a rest period between each event.

The required performance to pass each event is based upon sex and age. While the absolute performance is different for the categories, the relative level of effort is identical for each age and sex group. All candidates are required to meet the same percentile rank in terms of their respective age and sex groups. The performance requirement is that level of physical performance that approximates the 40<sup>th</sup> percentile for each age and sex group.

	MALE					FEMALE			
TEST	20-29	30-39	40-49	50-59	TEST	20-29	30-39	40-49	50-59
Sit & Reach	16.0"	15.0"	13.8"	12.8"	Sit & Reach	18.8"	17.8"	16.8"	16.3"
Minute Sit-Up	37	34	28	23	Minute Sit-Up	31	24	19	13
Bench Press	0.98	0.87	0.79	0.70	Bench Press	0.58	0.52	0.49	0.43
1.5 Mile Run	13.46 min.	14.31 min.	15.24 min.	16.21 min.	1.5 Mile Run	16.21 min.	16.52 min.	17.53 min.	18.44 min.

### I ONE MINUTE SIT-UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing fire and police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups performed in one minute.

Preparing for the sit-up test: The progressive routine is to do as many bent leg sit-ups (hands behind the head) as possible in one minute. At least three times a week do three (3) sets (3 groups of the number repetitions done in one minute).

### II SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area for performing fire and police tasks involving range of motion, and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. The score is in the inches reached on a yardstick with 15 inches representing the toes.

Preparation for the sit and reach test: performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises.

- A. Sit and reach: Do five repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes, keeping legs straight. Hold for ten seconds.
  
- B. Towel stretch: Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel, extending the torso toward the toes.

### **III MAXIMUM BENCH PRESS (One Repetition)**

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing fire and police tasks requiring upper body strength. The source is a ratio of weight pushed divided by body weight.

Preparation for the maximum bench press:

- A. If one has access to weights, determine the maximum weight one can bench press one time. Take 60% of that poundage. This will be the training weight. One should be able to complete 8-10 repetitions of that weight. Do three sets of 8-10 repetitions adding 2.5 to 5 pounds every week.
  
- B. If one does **not** have weight equipment, then the push-ups exercise can be utilized. Determine how many push-ups one can do in one minute. At least three times a week, do three sets of the amount one can do in one minute.

### **IV ONE AND ONE HALF (1.5) MILE RUN**

This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing fire and police tasks involving stamina and endurance minimizing the risk of cardiovascular problems. The score is in minutes and seconds. This run is measured using a treadmill within a controlled atmosphere (we hold the option of testing on treadmill or an indoor or outdoor track).

Preparation for the 1.5 mile run: Below is a gradual schedule that would enable one to perform a maximum effort for the 1.5-mile run. If one can advance on the schedule on a weekly basis, then proceed to the next level. If one can do the distance in less time, then that should be encouraged.

<b>Week</b>	<b>Activity</b>	<b>Distance</b>	<b>Time</b>	<b>Frequency</b>
1	Walk	1 Mile	20-17	5/Week
2	Walk	1.5 Miles	29-25	5/Week
3	Walk	2 Miles	35-32	5/Week
4	Walk	2 Miles	30-28	5/Week
5	Walk/Jog	2 Miles	27	5/Week
6	Walk/Jog	2 Miles	26	5/Week
7	Walk/Jog	2 Miles	25	5/Week
8	Walk/Jog	2 Miles	24	4/Week
9	Jog	2 Miles	23	4/Week
10	Jog	2 Miles	22	4/Week
11	Jog	2 Miles	21	4/Week
12	Jog	2 Miles	20	4/Week