

Township of Leet

Police Officer Application Package

To be considered for testing for the position of a Full-time and/or Part-time police officer in Leet Township, the applicant must supply to the Leet Township Civil Service Commission all of the materials listed below.

APPLICANT'S NAME _____

- Application
- Resume (Optional)
- Photocopy of applicant's PA driver's license (if PADL is a REAL ID, it satisfies proof of citizenship)
- Informed Consent form
- Medical Clearance form
- Proof of citizenship (photocopy of passport or Real ID)
- Photocopy of High School Diploma or GED
- Photocopy of DD 256 (if applying for Veteran's Preference)
- Photocopy of Proof of Completion of Act 120 training
- Check in the amount of \$25.00 made out to "Township of Leet"

NOTICE: Upon successful completion of all testing and background check, to be considered for the employment list for Leet Township, a copy of the applicant's MPOETC certification with number must be submitted.

- Photocopy of MPOETC Certification with Number

Thank you for your interest in becoming a member of the Leet Township Police Department.

LEET TOWNSHIP

POLICE OFFICER APPLICATION PACKAGE

PLEASE INDICATE WHAT POSITION YOU ARE APPLYING FOR:
(One or Both)
Full-Time Police Officer _____ Part-Time Police Officer _____

APPLICATION INCLUDES:

Questionnaire

APPENDIX A: Notification Procedure Release

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Description of Essential Duties of a Police Officer

GENERAL INSTRUCTIONS: This application consists of several sections: a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Description of Essential Job Functions. Each one of these sections must be completed in order for the Township of Leet to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.

QUESTIONNAIRE

1. _____
Last Name
First Name
Middle Name
2. _____
Social Security Number
3. _____
Alias(es), Nickname(s) Prior Last Names, Other Changes in Name
4. _____
Telephone Number
5. _____
Present Residence Address
Street/City/State/Zip Code
6. _____
U.S. Citizen: Native (Yes/No)
Naturalization No.
Date
Place
Court
7. _____
Residence: List all for the past ten years beginning with current

Month & Year From To	Address	With whom did you live? Where are they now?
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8. FAMILY. List in order given showing relationship, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers and stepsisters. Include any others with whom you have resided or with whom a close relationship existed or exists.

Relationship	Name	Address If Living
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Father _____

Mother _____

9. VEHICLE OPERATOR'S LICENSE. Give the following information concerning any vehicle operator's license you have held or now hold.

Type of License	Number	Issuing Authority	Expiration
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Have you ever had a license suspended or revoked?

10. CONVICTION OF CRIME.

Have you ever been convicted of a misdemeanor or Felony ? (Yes/No) If yes, state violation, court of jurisdiction and date of conviction.

11. FINANCIAL STATUS.

Do you have any income from any source other than your principal occupation? (Yes/No) How much? _____
How often? _____ The source(s) _____

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.)? List all accounts during the past seven (7) years.

Name and Address of Financial Institution:	Type of Account:

12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS.

Name	Address	Zip	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership Dates From	To

13. SUBVERSIVE ORGANIZATIONS.

(Yes/No)

_____ Are you now or have you ever been a member of any organization, association, movement, group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

_____ Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held. Also include dates, places and credentials now or formerly held.

14. EDUCATION.

A. List all elementary, junior high and high schools attended. .

Name	Address	City	Zip	Graduated or GED Yes ___ No ___

B. Higher Education. List all colleges or universities attended. Attach transcript from last institution.

Name	City	Zip	Years Attended	Credit Hours Semester/Quarter	Degree Rec'd

Major and Minor Courses.

C. Other Schools or training (trade, vocational, military). List for each the name and location of school, years attended, subjects studied, certificate earned, and any other pertinent data. Include complete mailing address.

15. SPECIAL QUALIFICATIONS AND SKILLS.

A. Indicate type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued and date current license expires.

B. Special skills you possess and machines and equipment you can use. (For example, computer programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

C. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

D. Special qualifications not covered in application. (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

16. FOREIGN LANGUAGE. Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

17. FOREIGN TRAVEL. Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. military duties.

Dates	Country	Purpose of Travel

18. HOBBIES AND SPORTS.

Name	Length of Participation	Level of Proficiency

19. EMPLOYMENT. Begin with your most recent job and list your work history for the past 10 years, including part-time, temporary or seasonal employment and all periods of unemployment.

From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

From Date	Name and Address of Employer	Job Title	Reason for Leaving
To Date		Description of Duties	
Salary	Name of Supervisor	Name of Co-Worker	

If additional employer blocks are needed, attach requested information on separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason.

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain. List name and address of employer, approximate date and reasons in each case.

20. MILITARY STATUS.

Yes No

Have you ever served in the U.S. Armed Forces? _____

Do you claim veterans' preference? _____

If yes, include a copy of your DD 214.

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor or felony? If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information. _____

21. CHARACTER REFERENCES. List only character references that have definite knowledge of your qualifications for the position of application. List five character references. (Do not list relatives, former employers or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known
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22. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? If yes, provide details.

23. Have you ever applied for a position with any other governmental agencies? If yes, provide details.

Verification

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. I understand that any false statement contained therein is subject to the penalties prescribed by 18 PA. C.S.A. § 4904, relating to unsworn falsification to authorities.

Signature of Applicant

Date

APPENDIX A

Notification Procedure Release

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with the Leet Township Police Department.

If conventional methods fail in attempting to contact the applicant a certified or registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify Leet Township Police Department, in writing, of the address change. By affixing your signature to this form, the applicant acknowledges reading and understanding the contents of this procedure.

Date

Signature

APPENDIX B

Waiver and Release for Background Investigation

I, _____, am presently applying for employment as a police officer with Leet Township, which I acknowledge and understand must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to Leet Township.

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of Leet Township. I also authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any part thereof, concerning myself and my employment with those former employers, by and to any duly authorized agent of Leet Township, whether said records are of public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for Leet Township to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting Leet Township to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by Leet Township in determining my suitability for employment as a police officer. It is my specific intent to provide Leet Township with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application, to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, then-elected and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of Leet Township, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give Leet Township the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a Leet Township

employee. I release and hold harmless Leet Township, its elected and appointed officials, agents and employees from and against any and all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by Leet Township in conjunction with employment procedures.

I understand that if a former employer refused to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about me, then the Leet Township may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Date _____

Signature _____

APPENDIX C

POLICE OFFICER JOB DESCRIPTION:

An employee in this position performs general police work in the protection of life and property throughout the Township, appropriately addresses and prevents violations of statutes and ordinances, responds to and investigates complaints, and suppresses disturbances. The work consists of varied scheduled shifts. The officer patrols the Township and maintains a high level of visibility conducts traffic enforcement and performs preliminary investigations and miscellaneous duties in accordance with Department rules and regulations. A police officer's work is performed under the supervision of the Chief of Police, who regularly checks the work and gives specific instructions and assistance when special problems arise. However, a Police Officer is required to exercise initiative and discretion when faced with emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Enforces state and local laws and ordinances and does so equally to all persons regardless of age, sex, race etc.
Patrols the Township and deters criminal activity by maintaining a high level of visibility.
Checks doors and windows and examines unoccupied buildings or residences in order to detect suspicious conditions.
Investigates suspicious persons, conditions, and complaints and arrests persons who violate laws and ordinances.
Gather evidence, attend court and testify in criminal trials.
Directs traffic and performs traffic enforcement issuing citations or warnings to violators.
Responds to complaints, fires, and or/accidents, supplies assistance to those in need, and prepares all related reports from any investigations.
Maintains order in crowds, at parades, and other public gatherings.
Constantly on alert observing everything that takes place within sight or hearing while on duty, including juvenile activity, stolen vehicles, and wanted or missing persons.
Supplies general information on laws and ordinances to the public.
Assists stranded motorists.
Produces accurate and complete incident reports.
Complete follow-up investigations.
Maintains and displays a thorough knowledge and application of criminal statutes, Motor Vehicle Code, and ordinances including revisions and relevant court decisions affecting same.
Sufficiently familiar with civil law to know the limitations of police authority in civil matters.
Communicates effectively and professionally with citizens, Department personnel and employees, and representatives of the Criminal Justice System.
Exhibits calm and controlled composure in stress and non-stress encounters with co-workers, citizens, and groups to resolve conflict and manage crises.
Maintains operational knowledge of all Department Orders, policies, and Procedures.
Develops and maintains driving skills in the operation of Department vehicles in emergency and non-emergency situations consistent with applicable law and Departmental policies, Rules, Regulations, and Orders.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School Graduate or G.E.D. Equivalent

Testing:

Successfully pass a physical agility test as prescribed by the Civil Service Commission. Receive a passing score on both a written and oral interview. May be required to receive clearance from a primary care physician prior to hiring.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Considerable knowledge of the English language, spelling, and punctuation.

Ability to express oneself clearly and concisely both orally and in written reports.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Good judgment and general intelligence.

Good powers of observation and memory.

Certificates, Registrations, Licenses:

Maintenance of ACT 120 Certificate

Possess a valid Pennsylvania Driver's License

Other Skills and Abilities:

Ability to develop and maintain a thorough knowledge of Pennsylvania Criminal Law and Procedures.

Ability to pass a yearly firearms qualification with a pistol, shotgun, and or rifle.

Ability to establish effective working relationships with other employees and the general public.

Knowledge of automobiles, two-way radios, and all police equipment currently in use by the police department.

PHYSICAL DEMANDS:

This is a very physically demanding and strenuous job. The employee may be required to work under unusual or potentially hazardous conditions. Some tasks require heavy lifting, pushing, pulling, or carrying of heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make critical decisions concerning personnel and their operations.

WORK ENVIRONMENT:

Work is primarily performed from a police vehicle and/or the Police station completing reports, criminal complaints, citations, or other documents as it pertains to the job. The employee is frequently exposed to hot, cold, wet, and/or humid conditions. The employee must occasionally visit locations that are accessible only by uneven paths of travel, ladders, and stairways. There may be periods of prolonged standing, sitting, or directing traffic as situations dictate.

APPENDIX D

AFFIDAVIT

Commonwealth of Pennsylvania

County of Allegheny

Before me, the undersigned notary public, this day, personally appeared _____ who says that he/she executed the above police officer application of his/her own free and accord, with full knowledge of the purpose thereof.

Signature of Affiant

Sworn to and subscribed in my presence this _____ day of _____, 20_____.

Notary Public

Leet Township Police Department
194 Ambridge Ave
Fair Oaks, PA 15003
724-266-6141

Informed Consent Form

The undersigned hereby gives informed consent to engage in an exercise test battery in order to determine their physical fitness including muscular strength, muscular endurance, and cardiovascular function. All aspects of the testing process will be supervised and monitored by trained personnel. The testing process includes jumping, running, and other callisthenic exercises performed at an outdoor or indoor facility.

I am aware of the possibility certain physiological changes may occur during this process. These changes could be detrimental including heart-related illness, breathing-related illness, and/or blood pressure abnormalities. These detrimental changes may also include more serious events like a heart attack, stroke, or asthma attack. In these events, the staff has been trained to recognize symptoms and take appropriate action, which includes administering First Aid and CPR.

I have read this form and understand that there are inherent risks associated with any physical activity. Furthermore, it is my responsibility to monitor my individual performance and alert the staff to any pain, discomfort, illness, or other adverse effects. I hereby waive and release the PCPA, all of its employees, independent contractors, consultants, proctors, trainers, helpers, other test participants, and all other parties from any and all liability for any and all injury, damage, or other loss resulting from the testing process. This also includes the owner and operator of the test facility. I expressly assume the risk of such damage, injury, or loss while engaged in the testing process. I give informed consent for testing data to be recorded to determine my physical readiness as it applies to the essential job functions of a Police Officer.

During the testing process, the undersigned is responsible for providing and having on their person at all times any and all PRN or As Needed over-the-counter and/or legally prescribed medications including but not limited to asthma inhalers, EpiPen auto-injectors, Insulin injectors, or sublingual Nitroglycerin tablets.

Print Name: _____ Signature: _____

Emergency Contact: _____ Relationship: _____

Emergency Contact's Telephone#: _____ Date: _____

Leet Township Police Department
194 Ambridge Ave
Fair Oaks, PA 15003
724-266-6141

Medical Release Form

Dear Provider:

In order for _____ (print applicant's name), to participate in a physical fitness test for the position of police officer, it is necessary for them to obtain a clearance from a physician, physician's assistant, nurse practitioner, licensed chiropractor or other certified health care provider. All testing is monitored by certified physical fitness coordinators. A test event is ended when the applicant meets the requirement. If the standard is 25 push-ups, the test ends when the applicant performs 25 correct repetitions. All events in the test battery are Pass / Fail. Please review the test guidelines attached to this form and check the appropriate box below.

I have examined the applicant, whose name is listed above.

MAY participate in the Physical Fitness Test.

OR

MAY NOT participate in the Physical Fitness Test.

Provider's Signature: _____ Date: _____

Provider's Business Address: _____

Any questions regarding this form or the Physical Fitness Test shall be directed to Michael P. Grogan, Fitness Consultant, Pennsylvania Chiefs of Police Association, 3905 North Front Street, Harrisburg, Pennsylvania 17110
pafitcop@yahoo.com

1.5 Mile Run

- This is a test of aerobic capacity or VO₂ max.
 1. The body's ability to take in, transport, and oxygenate a deciliter of blood.
 2. For most adults, this requires continuously exercising the body's large muscle groups for approximately 12 to 15 minutes in order for a subject to reach the first stage of Aerobic Glycolysis or the Krebs Cycle.
- Job-relatedness: Standing & directing traffic for prolonged periods of time, a use of force encounter, or one-man CPR.
- Equipment: Two stopwatches, timing clock, measuring wheel, two traffic cones, and a flat measured surface preferably a running track.
- Using a measuring wheel, measure the entire track on the inside lane. Visually inspect the running surface for obstructions, debris, holes, and moisture accumulations (puddles, snow drifts, or ice).
 1. On a standard 440-yard oval track, establish a start / finish line. Six laps on the inside lane equals 1.5 miles.
 2. On a 400-meter oval track, establish a start line. Six laps plus 14 meters (15.3 yards or 45.9 feet) equals 1.5 miles.
 3. On a 500-meter oval track, establish a start line. Four laps plus 414 meters (452.62 yards or 1,357.86 feet) equals 1.5 miles
- Detail the event protocols to the subjects articulating the Standard Time and pointing out common errors. The Standard Time is measured in minutes and whole seconds.
 1. Example: If the Standard Time is 15 minutes and 54 seconds, a time of 15 minutes and 54.99 seconds would still be considered passing providing the benefit of the doubt to the subject and accounting for any variation of the reaction time of the Starter & Timer. A time of 15 minutes and 55.00 seconds would then be failing.
 2. The subjects should be advised the course or track distance is measured on the inside lane.

3. During this event, the subjects must verbally respond to any questions by the Proctors. If they fail to do so, the subject may be stopped, and the test could be terminated.
 4. The Subject may wear a portable music device, but one ear must remain open in order to hear and respond to questions.
- The subject should be given three to five minutes to warm-up.
 - The Starter / Timer will then line the subjects up on the start line. They will keep and operate the official clock and a back-up stopwatch. The event is measured in minutes and seconds.
 1. When dealing with large group of subjects, the runners should be divided into weight classes. In general, this will provide some order and ease of tracking by the Lap Counters, which should reduce the number of the subjects being lapped during the run event.
 2. When dealing with a trained group of runners, they may be divided into groups by approximate run times.
 - If requested by the subjects, a trained Pacer must be provided. Applicants and cadets shall not be used as pacers.
 1. The Pacer shall establish a steady tempo; which would allow a subject to pass; as long as they avoid being lapped by the Pacer.
 2. After all subjects have entered into the final lap, the Pacer should drop out of the test event.
 - Upon the command "Go" by the Starter / Timer, the subject will begin running unassisted counter clockwise on the track.
 1. With a large group of runners, the Event Clock and back-up stopwatches should start recording the time after the last runner in a relay has crossed the start line.
 2. The Starter / Timer will call out the number of each lap as the subjects pass the finish line.
 3. If a display timer is not being used, the Starter / Timer will also announce the split times.
 4. Lap Counters will record the numbers of laps completed by each subject next to their corresponding number on a Lap Tracking Chart.

5. Any subject, who walks, should be advised to avoid blocking the inside lanes.
- In order to successfully complete this event, the subject must finish the course in or under the Standard Time.
 1. When the Standard Time has elapsed, any subject, who has failed to successfully complete the event, must be stopped in order to avoid potential injury.
 2. Applicants and cadets must not be allowed to pace or verbally encourage marginal performing subjects. Ten percent of the running workload is used to break surface wind resistance. When an individual pacer, who is breaking this resistance at the end of a run event, the marginal performing subjects could be pushed into a negative cardiac or metabolic event.
 - Prior to completing the event, the subject may not leave the running surface or the test would terminate.
 - The subject should be given sixty minutes immediately following the test event to recover or "cool down". They should be directly monitored.

1.5 Mile Run Notes:

- 5280 Feet = 1760 Yards = 1609.34 Meters = 1.0 Mile.
- 7920 Feet = 2640 Yards = 2414.0 Meters = 1.5 Miles.
- On a 440 yard quarter mile track, six laps from the Start / Finish Line equals 1.5 miles.
- On a 400 meter track, six laps plus 14.0 meters equals 1.5 miles. Establish a Start Line by adding 14.0 meters (15.3 yards or 45.9 feet) to the course from the Finish Line (Lap counting point).
- On a 200 meter indoor track twelve laps plus 14.0 meters equals 1.5 miles.
- The event requires two Proctors; one Starter / Timer and one Lap Counter. Additional Proctors may be next used as Safety Monitors.
- It is a violation of all known safety protocols to utilize a course where the subject cannot be directly monitored.

300 Meter Run

- This is a test of anaerobic power and the body's second energy system, Anaerobic Glycolysis.
 1. A sustained anaerobic effort (without oxygen); which may last in duration from 11 to 240 seconds depending on individual fitness levels.
- Job-relatedness: Foot pursuits, evacuating a building, or running to cover.
- Equipment: Two stopwatches, two traffic cones, measuring wheel, and a flat running surface preferably a track.
- Using a measuring wheel, measure the entire track on the inside lane. Visually inspect the running surface for obstructions, debris, holes, and moisture accumulations (puddles, snow drifts, or ice).
 1. Establish a start line using an existing line on the track. The finish line will be marked with orange cones at the 300-meter point; counter clockwise from the start line on the inside lane.
 2. From the start line on a 440-yard track moving clockwise, use a measuring wheel and mark off 112 yards or 336 feet on the inside lane from the start line. This point will establish the finish line.
 3. From the start line on a 400-meter track moving clockwise, use a measuring wheel and mark off 100 meters, 109.36 yards, or 328 feet on the inside lane from the start line. This point will establish the finish line.
- Detail the event protocols to the subject articulating the Standard Time and pointing out common errors. The Standard Time is measured in whole seconds.
 1. Example: If the Standard Time is 66 seconds, a time of 66.99 would still be considered passing providing the benefit of the doubt to the subject and accounting for any variation in the reaction time between the Starter & Timer. A time of 67.00 would then be failing.
 2. Advise the subjects, the inside lane is the only 300-meter lane on the track. Instruct them to merge as quickly and safely as they are able.
 3. Exaggerated arm swing crossing over the center line of the body creates unnecessary lateral torque reducing linear effort.

4. Loose clothing creates a parachute effect causing drag.
 5. Running to or lunging at the finish line can result in a falling event. Therefore, instruct the subjects to run through the finish line.
 6. Prior to starting, instruct the subject that upon completion; stopping or sitting down will reduce blood flow to the lower extremities and slow lactic acid recovery cycle.
- The subject should be given three to five minutes to actively warm-up.
 - The Starter will then establish relays by organizing the subjects up along the start line in individual lanes.
 1. Depending on the track size and conditions, the event should be organized in two to six person relays.
 2. Whenever possible, single-person relays should be avoided.
 - The Timer will take a position at the finish line. The Timer will keep and operate an official stopwatch and a back-up stopwatch.
 - Upon the command "Go" by the Starter, the subjects will begin running at maximum effort unassisted counterclockwise. The Timer will simultaneously begin recording the event time until the subjects cross the finish line.
 1. The Starter should take a position on the outside of the start line facing across to the finish line. The Timer should take a position on the outside of the finish line facing across to the start line.
 2. The Starter should raise one arm and the Timer should acknowledge by raising one arm.
 3. Upon giving the command "Go", the Starter should drop their arm and the Timer will start recording the time.
 4. An additional relay may be started once the previous relay has entered Turn # 2 on the track.
 - In order to successfully complete this event, the subject must finish the course in or under the Standard Time.
 1. The Timer shall call out the times as the subjects cross the finish line.
-

- The subject should be given at least three to five minutes immediately following the test event to begin the active recovery process.
 1. The Active Recovery Area will serve to separate the subjects from those who have successfully completed the event and those who have not.
 2. Failures should be separated, allowed to "cool down", and an exit interview conducted. This process will allow the subject to be directly monitored for at least 60 minutes post event.

300 Meter Run Notes:

- Feet ÷ 3 = Yards.
- Yards X 0.9144 = Meters.
- Meters X 1.0933 = Yards.
- 300 Meters = 328 Yards = 984 Feet = 0.186 Miles.
- 200 Meter Track = 218.66 Yards = 656 Feet = 0.124 Miles.
- 440 Yard Track = 402.34 Meters = 1320 Feet = 0.25 Miles.
- 400 Meter Track = 437.32 Yards = 1312 Feet = 0.248 Miles.
- 440 Yard Track: Subtract 112 Yards or 336 Feet.
- 400 Meter Track: Subtract 100 Meters, 109.33 Yards, or 328 Feet.
- 500 Meter Track: Subtract 200 Meters, 218.66 Yards, or 656 Feet.
- Many indoor tracks measure 200 meters on the inside lane. One and a half laps will equal 300 meters.
- Olympic and some major college outdoor tracks measure 500 meters on the inside lane. 3/5 of a lap will equal 300 meters.
- The event requires two Proctors (one Starter & one Timer). A second Timer with two additional stopwatches is required for multiple relays. Any additional Proctors may be used to organize and separate the subjects in the recovery area or positioned between turns # 1 and 2 as Safety Monitors.
- **More injuries are seen in this event than any other.**

Push-ups

- This is a test of dynamic upper body strength. Therefore, in addition to an element of strength, there is an additional aerobic component to the test.
- Job-relatedness: Use of force incident, removing an object from a roadway, or moving a victim from harm's way.
- Equipment: Two stopwatches and a flat surface.
- Detail the event protocols to the subject articulating the Standard Number of Repetitions and pointing out common errors.
 1. The subject must be advised not to stop until verbally instructed to do so by the Counter or the test will terminate.
 2. The most common error is holding the breath.
- The subject starts by assuming a kneeling position. They set their hands palms down approximately shoulder width apart. The subject takes a plank position creating a straight line from their head to their heels. Their feet may be up to twelve inches apart with the toes curled under and the heels up. The feet may not be braced.
- Upon the command "Begin" by the Timer, the subject will have one minute to complete the required number of correct repetitions unassisted. The Timer will announce the "30 seconds" mark, the "15 seconds" mark, and then count down the final seconds of the event with "5, 4, 3, 2, 1, and Done".
- The Proctor will audibly count out each repetition. In order for a repetition to be counted, the subject must flex at the elbow and shoulder until the Humerus (long bone of the upper arm) becomes parallel to the ground and then returning up to a soft lock of the elbows. The subject may rest in the planked-up position only.
- According to the MPOETC Guidelines, the visual cue for Proctor to qualify a repetition is when the subject's elbows are flexed to a 90° angle.
- The MPOETC Guidelines allow a Proctor to place a three-inch square sponge under the subject's sternum as a contact point to qualify a repetition.
- Cooper Protocols allow for either a three-inch sponge or the Proctor's fist to be placed under the subject's sternum as a contact point to qualify a repetition. Male Proctor may **NOT** place their fist under a female subject.

- The following violations in protocol shall result in a verbal warning and any repetitions would not count:
 1. Arching (sway) or piking (camel backing) of the spine. All repetitions must be performed while in the straight plank position. No "kipping" of the hips to create upward momentum is allowed.
 2. No short stroking (military type) push-ups. All repetitions must return to a soft lock of the elbow.
- The following violations in protocol shall result in a termination of the test event and a failure.
 1. Other than both palms and the shoes curled under at the toes, no other part of the subject's body may contact the ground. This includes the heels, arches, knees, thighs, hips, stomach, chest, nose, or head.
 2. After the start of the test event, the subject may not move their hands. Prior to starting, watches should be removed to prevent them from impinging on the subject's wrist.
- The test event may be terminated by the Counter with the completion of the required number of correct repetitions, by the Timer with the elapsing of qualifying time, or the subject's inability to continuously perform and complete the required number of correct repetitions.

Push-up Notes:

- In order to determine if a body part is making contact with the ground, the Counter may slide the back of their hand under a subject's body. Touching the back of the Counter's hand would result in a single warning. Subsequent contact would result in a failure.
- The subject should be made to tuck in any loose clothing.
- The event requires two Proctor.

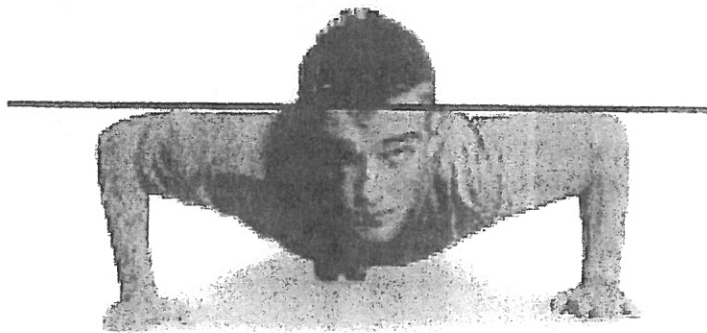
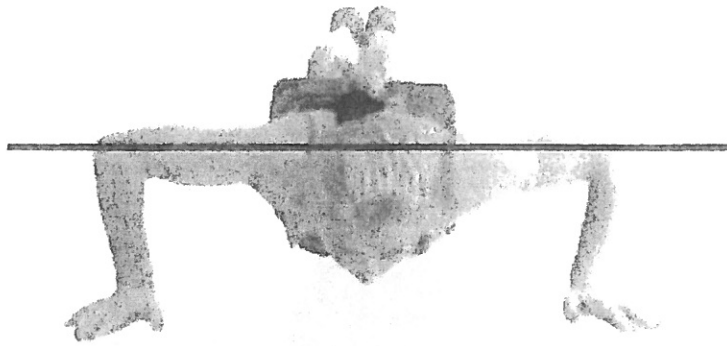
Basic Push-up Test



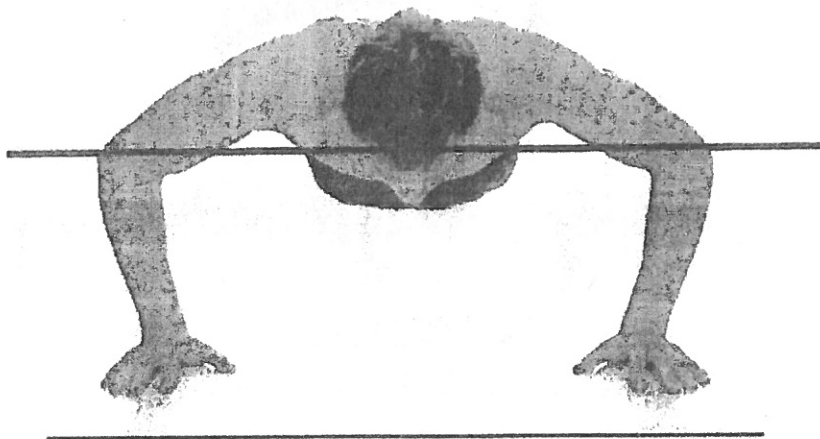
STARTING POSITION (UP)



DOWN POSITION (2 VIEWS)



Visual Que of Common Error



Sit - up Protocol

- This is a test of dynamic trunk endurance. Therefore, in addition to an element of strength, there is an additional aerobic component to the test event.
- Job-relatedness: The ability to control and apply power through your core is essential in a use of force encounter or moving a victim from harm's way.
- Equipment: Two stopwatches and two floor mats.
- Detail the event protocols to the subject articulating the Standard Number of Repetitions and pointing out common errors.
 1. The subject must be advised not to stop until verbally instructed to do so by the Counter or the test will terminate.
 2. The most common error is holding the breath. Remind the subject to forcefully exhale upon contracting to the up position.
- The subject starts by lying flat on their back on a floor mat. Their knees should be bent at approximately a 90° angle with the soles of their feet flat on the ground.
- The hands shall be placed behind the head with the fingers interlocked.
 1. The hands may not be on the top of the head or down on the neck.
 2. In order to avoid pulling on the neck, the head should remain in a neutral position.
- The subject's feet shall be firmly held down. The holder will take a position kneeling on the opposing floor mat at the subject's feet. Pressing their palms down over the top of the subject's feet across the shoelaces with the web of the hand over the laces' knot. The holder's arms will be extended and locked. Kneeling on the subject's feet is prohibited.
 1. The holder shall turn their head to the side and down in order to avoid accidental contact. This will also avoid any issues of improper eye contact with subjects of the opposite sex.
 2. Considerations must be made for obvious weight disparities between holders and test subjects. There is also a fatigue factor to be considered with prolonged use of a single holder.

3. The subject's feet may not be secured under a bar for this event. This creates stress along the anterior tibialis, which potentially causes additional fatigue impacting performance.
- Upon the command "Begin" by the Timer, the subject will have one minute to complete the required number of correct repetitions unassisted. The Timer will announce the "30 seconds" mark, the "15 seconds" mark, and then count down the final seconds of the event with "5, 4, 3, 2, 1, and Done".
 - The Counter will audibly count out each repetition. In order for a repetition to be counted, the subject must curl their upper body until the elbows contact the knees and then return down until the shoulder blades contact the floor mat.
 1. The subject may flare their elbows wider as long as they move past the vertical plane created by the knees.
 2. The Counter may slide their hand palm down under the subject's shoulder blades to ensure they are contacting the mat.
 - The subject's buttocks shall remain flat on the ground in order to avoid "kipping" of the hips. Their fingers must remain interlocked.
 1. Any repetition performed by kipping or with the fingers not interlocked will not count. The subject must be verbally warned.
 2. Prior to performing the event, the subject shall remove hats and headbands to prevent their hands from inadvertently slipping.
 - During the event, all resting must be done in the "up" position otherwise the test is terminated, and the subject fails.
 1. The subject may not use their hands, elbows, or arms to assist them into the "up" position in order to rest. This will terminate the test and the subject fails.
 2. After the test event has started, the subject may not stop, pause, or rest in the down position prior to completing the correct number of repetitions, or the test will terminate, and they fail.
 - The test event may be terminated by the Counter with the completion of the required number of correct repetitions, by the Timer with the elapsing of qualifying time, or the subject's inability to continuously perform and complete the required number of correct repetitions.
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Sit-up Notes:

- One Proctor should be assigned to count repetitions, a second Proctor should be assigned to time the event, and a third Proctor may be employed to monitor the subject's fingers and hands.
- In some cases, subjects have straightened their legs while performing this exercise. The subject should be made to re-adjust their legs to a 90° angle while in the "Up" or resting position.

Basic Sit-up Test Set-up

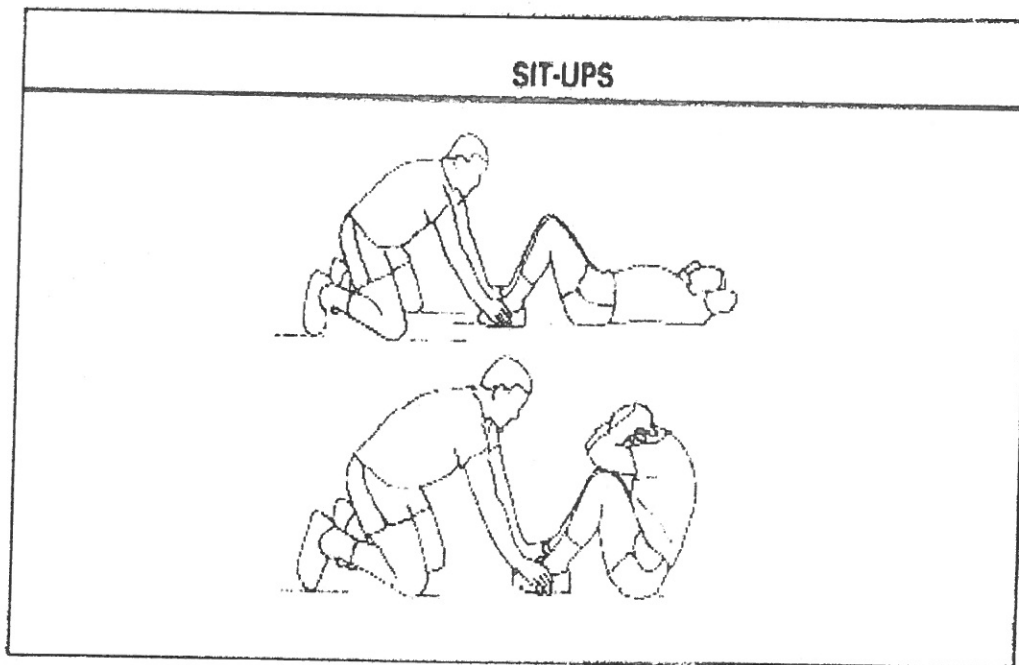


Figure 14-5