

Application Packet  
for  
Examination for Eligibility List  
for  
Police Officer  
Moundsville Police  
Department



This Packet contains:

- Introduction
- Test Procedure Outline
- Physical Ability Test Information
- Physical Agility Screening
- Doctor's Certification

[Application Form](#)

Policeman's Civil Service Commission  
City of Moundsville

## INTRODUCTION

The Moundsville Police Department is a Civil Service Department subject to the provisions of WV Code 8-14-1. The testing process is under the direction and supervision of the City of Moundsville Police Civil Service Commission.

For your application to be accepted for consideration, you must correctly complete the Accident Waiver and Doctor's Certification. Two witnesses must also sign the waiver. **These two forms should be returned to the City Clerk's Office at the City Building prior to the testing date.** The City of Moundsville does not require a complete physical examination for this portion of the testing. A physician has to only certify that he believes the candidate can perform the required 4 tests. Any false statement made in this application may disqualify the applicant from taking the examination or subject the applicant to be dismissed if employed.

**The Physical/Agility phase test date and location will be announced.** A notice will be sent to the address submitted on the candidate's application. The Physical/Agility testing phase is a pass/fail segment. Failure to any one element of the Physical/Agility screening will exclude the candidate from proceeding in the testing.

**The date and location of the written examination will be announced. Photo identification must be presented at time of testing.** Test scoring will be done by members of the Police Civil Service Commission. A minimum standard score of 70% on the written exam must be achieved by the candidate to be placed on a list of eligibles. The eligibility list shall remain valid for a period of two years or until such time that the Police Civil Service Commission conducts a new test. Those candidates achieving the minimum score or greater will have their name posted at the Moundsville City Building indicating their scores including any additional points that they are entitled to.

Candidates proceeding beyond the Physical/Agility Testing and the written testing will be contacted by the City of Moundsville.

It will be the responsibility of each candidate on the eligibility list to inform the City of Moundsville Police Department of any changes in address, phone number, or employment status.

**EXAMINATION FOR ELIGIBILITY LIST FOR POLICE OFFICER  
MOUNDSVILLE POLICE DEPARTMENT**

**SECTION 1.**

**PHYSICAL TESTS:**

This part shall consist of screening elements testing a candidates trainability. This battery of test described in this hand-out under the heading of Pre-employment Physical Agility Screening is a pass-fail test, with each requirement having a described minimum acceptable level.

**SECTION 2.**

**WRITTEN TEST:**

The standard mark of 70% must be obtained before the remainder of the test will be given to applicants. The written test will comprise 100% of the applicant's score, with possible additional points as described here-in.

**SECTION 3.**

**TRAINING AND  
EXPERIENCE:**

This part shall be marked from the statements of education and experience contained in the application form or from such supplemental data as may be required. The Commissioners may investigate the truth of competitor's statements and govern their ratings accordingly. Training and experience scoring will comprise of the following:

- A. Any applicant who is a certified academy trained police officer in the State of West Virginia, upon providing proof of such certification, be awarded five (5) additional points toward the applicant's total score.
  
- B. Any applicant who has a college degree will receive 3 additional points for a 2 year degree, and 5 additional points for a 4 year degree, upon providing proof of such degree. This will be applied toward the applicant's total score.

## PRE-EMPLOYMENT PHYSICAL AGILITY SCREENING

The ADA provides that “an employer may give a physical agility test to determine physical qualifications necessary for certain jobs prior to making a job offer if it is simply an agility test and not a medical examination.” Moreover, if an employer uses such a test, he must be prepared to demonstrate the job-relatedness of the test and that the test is consistent with the business necessity.

The ADA Technical Assistance Manual, furthermore, clarifies that an agility test does not involve medical examinations or diagnoses by a physician. However, an employer, “can request that applicant's physician to respond to a very restricted inquiry which describes the specific agility test and asks: “Can this person safely perform this test?”

In the light of the above and the necessity in policing that physical capacity to learn and perform essential tasks must be demonstrated, the West Virginia Governor's Committee on Crime, Delinquency, and Correction has devised a Pre-Employment Physical Agility Screening Test. This test as presented has been adopted by the City of Moundsville Police Department and the City of Moundsville Police Civil Service Commission. The test is not a content-based test because they tend to have adverse impact and do not accurately predict actual candidate performance.

Based on the significant work of the Cooper Institute for Aerobics Research, the West Virginia Governor's Committee on Crime, Delinquency, and Correction propose the battery of screening elements which are contained on the following page. The Committee recommends this process because its elements get to a candidate's trainability and do not have adverse impact. Also it is an expectation that these elements can and will be administered locally and determination of pass/fail made there as well. Failure in any one element is sufficient to exclude the person from proceeding any further in the selection process. The instructions titled, “How to Prepare for the Tests”, also follows below and should be distributed to the applicants well before test administration.

Finally, prior to undergoing the test battery, the applicant must present signed the attached “Doctor's Certification of Fitness to Perform Agility Test.” Failure to do so is to cause exclusion from the testing process.

See Americans With Disabilities Act – A Technical Assistance Manual,  
U.S. EEOC, 1992, pp. IV-8/IV-9.

TO: CANDIDATES FOR POSITION OF POLICE OFFICER

SUBJECT: PHYSICAL AGILITY TEST

All applicants before proceeding to the written test will take the Physical Agility Test. You will be notified of the test date, time and site. The required waiver must be signed and on file with the Policeman's Civil Service Commission prior to any Physical Agility testing.

Those candidates wanting to take the physical agility test should bring the following items:

Suitable clothing to complete the physical agility test, i.e., jeans, jogging clothes.

Shoes suitable for completing the physical agility test.

Clothing suitable for completing the swimming portion of the test. Applicants must complete the swimming portion of the test in street clothes.

A towel.

Only candidates who have successfully completed the Physical Agility test will be permitted to take the written competency test and only after the required waiver has been signed and placed on file with the Civil Service Commission.

## HOW TO PREPARE FOR THE TESTS

### CONSULT YOUR PHYSICIAN PRIOR TO STARTING THIS EXERCISE PROGRAM

The following guidelines are presented based on a twelve (12) week period preceding screening.

#### PREPARING FOR THE MUSCULAR ENDURANCE TEST

The progressive routine is to do as many bent-leg sit-ups (hands folded across the chest with someone holding your feet) as possible in one minute. At least three (3) times per week do three (3) sets of three (3) groups of the number of repetitions you did in one (1) minute.

#### PREPARING FOR THE MUSCULAR ENDURANCE TEST

Performing sitting types of stretching exercises daily will increase this area. There are two (2) recommended exercises.

**SIT-AND-REACH** Do five (5) repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips towards the toes while keeping the legs straight. Hold for twenty (20) seconds.

**TOWEL STRETCH** Sit on the ground with the legs straight. Wrap a towel around the feet holding the ends with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

#### PREPARING FOR THE UPPER BODY STRENGTH TEST

Determine how many push-ups you can do in one (1) minute. At least three (3) times per week do three (3) sets of the amount you can do in one (1) minute.

#### PREPARING FOR CARDIOVASCULAR CAPACITY TEST

The following page will show a gradual schedule that would enable you to perform a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then that is encouraged.

| <i>Week</i> | <i>Activity</i> | <i>Distance</i> | <i>Time</i>   | <i>Frequency</i> |
|-------------|-----------------|-----------------|---------------|------------------|
| (number)    | (type)          | (miles)         | (minutes)     | (times per week) |
| Week 1      | Walk            | 1 Mile          | 17-20 minutes | 5 times          |
| Week 2      | Walk            | 1.5 miles       | 25-29 minutes | 5 times          |
| Week 3      | Walk            | 2 miles         | 32-35 minutes | 5 times          |
| Week 4      | Walk            | 2 miles         | 28-30 minutes | 5 times          |
| Week 5      | Walk/Jog        | 2 miles         | 27 minutes    | 5 times          |
| Week 6      | Walk/Jog        | 2 miles         | 26 minutes    | 5 times          |
| Week 7      | Walk/Jog        | 2 miles         | 25 minutes    | 5 times          |
| Week 8      | Walk/Jog        | 2 miles         | 24 minutes    | 4 times          |
| Week 9      | Jog             | 2 miles         | 23 minutes    | 4 times          |
| Week 10     | Jog             | 2 miles         | 22 minutes    | 4 times          |
| Week 11     | Jog             | 2 miles         | 21 minutes    | 4 times          |
| Week 12     | Jog             | 2 miles         | 20 minutes    | 4 times          |

## PHYSICAL ABILITY STANDARDS

### #1 UPPER BODY STRENGTH

Applicants must be able to complete 18 properly executed push-ups within one minute.

The hands are placed about shoulder width apart. The administrator places a fist on the floor below the student's chest.

Starting from the up position, (elbows fully extended), the student must keep the back straight at all times and lower the body until the chest touches the administrator's fist. Student then returns to the up position.

### #2 MUSCULAR ENDURANCE

Applicants must be able to complete 27 properly executed sit-ups within one minute.

The student starts by lying on the back, knees bent, heels flat on the floor, hands folded across the chest touching the shoulders.

A partner holds the feet down firmly.

In the up position, the student should touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting would be done in the upright position.

### #3 AEROBIC POWER

Applicants must be able to complete the 1.5 mile run within 15 minutes, 20 seconds.

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles; testing forms to record data.

The student should refrain from smoking or eating for 2 hours preceding the test.

During the administration of the test the students can be informed of their lap times. If several students run at once, their individual times at the finish can be called out and recorded later.

An important consideration at the end of the run is the “cool down” period. The students should be cautioned about sitting or standing around immediately after the run to prevent venous pooling. They should be instructed to walk an additional five minutes or so in order to enhance venous return and aid in recovery.

### #4 SWIMMING

As an objective of the Physical/Agility portion of the Eligibility test, each applicant will be required to demonstrate the ability to swim.

Applicant will be required to dive or jump from pool side into the water and swim a distance of 120 feet while clothed in shirt and slacks. Maximum allowable time of 3 minutes.

Applicant will be required to jump from a low level diving board into the water and stay afloat by floating, treading water, or swimming for a minimum of 2 minutes while clothed in shirt and slacks.



**DOCTOR'S CERTIFICATION OF FITNESS TO PERFORM AGILITY TEST**

I have reviewed the attached four elements of the West Virginia Governor's Committee on Crime, Delinquency and Correction Physical Agility Test and find that the candidate identified below can/cannot (circle one) perform the elements of the test safely.

Candidates Name: \_\_\_\_\_

Date of Examination: \_\_\_\_\_

Doctor's Signature: \_\_\_\_\_

The agency to which this application is made is the City of Moundsville Police Department, 800 6<sup>th</sup> St., Moundsville, WV 26041

**ACCIDENT WAIVER**

WHEREAS, the Police Civil Service Commission of the City of Moundsville, West Virginia has called examinations to be held for the position of POLICE OFFICER.

WHEREAS, \_\_\_\_\_, the undersigned, residing at \_\_\_\_\_, State of \_\_\_\_\_, has presented to said Civil Service Commission my signed application to participate in this examination and have been informed that as a part of the examination given for this position, it will be necessary for me to demonstrate my strength, endurance and physical agility in a series of test.

NOW, THEREFORE, I, for myself, my heirs, executors, administrators, or assigns hereby waive any or all claims against the City of Moundsville, its officers, and employees and the Police Civil Service Commission, and now or hereafter to accrue for, on account of, because of any injury or damage that I may sustain because of, in connection with, or on account of this physical, strength, agility, and endurance test and hereby release the City of Moundsville, its officers and employees and the Police Civil Service Commission from any or all liability or claim for damages for any injury occurring as a result of these test.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_

WITNESS: \_\_\_\_\_

\_\_\_\_\_