

# Police Officer Selection Process

The purpose of this summary description is to provide all prospective Police Officer candidates with information regarding the Police Officer Selection Process utilized by the City of Dublin and a statement of the City of Dublin's policy regarding re-examination and re-application for the Police Officer classification.

## **POLICE OFFICER SELECTION PROCESS SUMMARY**

The following is an outline of the Dublin Police Officer Selection Process. It is anticipated that the selection process will be completed within one hundred and twenty (120) days from the date of the written examination.

### **A. Announcement/Advertisement & Applications**

1. Formal applications will only be accepted through the City's website at [www.dublinohiousa.gov](http://www.dublinohiousa.gov). The deadline for application will be posted on the job vacancy.
2. Each candidate will be required to complete the entire online Employment Application. In addition, each candidate will be required to complete the "Pre-Employment Drug Testing" section, which indicates consent to participate in such testing at the appropriate time and sequence in the selection process, as well as consent for the results of said testing to be released to City of Dublin personnel. Furthermore, each candidate will be required to complete the "Drug & Alcohol Testing" section, which indicates consent to participate in such testing after employment, as a condition of continued employment, in certain specifically listed circumstances, as well as consent for the results of said testing to be released to City of Dublin personnel. Without the completion of these sections of the Employment Application, the candidate will not be given further consideration for employment with the City.
3. Within five (5) days after the receipt of a candidate's application, he/she will receive email notification of such receipt.

4. During this phase of the process, each candidate's application will be reviewed to determine whether or not he/she meets the required minimum qualifications. Each candidate will then receive notification of receipt of the application materials as well as his/her status with respect to his/ her eligibility to participate in the hiring process.

**B. Written Examination**

1. A written examination will be administered to qualified candidates. Candidates will receive a raw score on the written examination, which will be weighted at a factor of 30%. The written examination will be obtained from an established, recognized, and credible test development organization.
2. In order to increase testing integrity, each candidate will be required to show at least one source of identification containing his/her picture at the time of the examination.
3. Candidates must score at least an 80% on the written examination to move forward in the selection process, although, a passing score does not guarantee that a candidate will move forward. Candidates who receive a score of 79% or lower on the written examination will not continue in the hiring process.
4. Candidates finishing in at least the top thirty (30) places on the written exam will be notified in writing of their progression to the next phase of the selection process within ten (10) days of the written examination. (Greater than thirty (30) candidates may progress to the next phase depending upon the number of vacancies available at that time or the number of "ties" between candidates for the 30th place in the scoring.) All other candidates will be notified of their status within thirty (30) days.

**C. Physical Fitness Assessment**

1. Each successful candidate will be required to complete a physical assessment to determine his/her readiness to enter the Police Academy of the City's choosing. The physical fitness assessment ensures each candidate can perform the essential physical job tasks safely and effectively. **Candidates who are eligible to complete the Physical Fitness Assessment will be invited to participate in the assessment at a date and time determined by the City.** Candidates are required to meet the standards shown below:

<b>Age and Gender Minimum Scores*</b>		
<b>Exercise</b>	<b>Males (&lt;29)</b>	<b>Females (&lt;29)</b>
<b>Sit-ups (1 min.)</b>	<b>32</b>	<b>24</b>
<b>Push-ups (1 min.)</b>	<b>19</b>	<b>9</b>
<b>1.5 Mile Run</b>	<b>14:33</b>	<b>17:53</b>
<b>Exercise</b>	<b>Males (30-39)</b>	<b>Females (30-39)</b>
<b>Sit-ups (1 min.)</b>	<b>28</b>	<b>18</b>
<b>Push-ups (1 min.)</b>	<b>15</b>	<b>7</b>
<b>1.5 Mile Run</b>	<b>15:14</b>	<b>19:01</b>
<b>Exercise</b>	<b>Males (40-49)</b>	<b>Females (40-49)</b>
<b>Sit-ups (1 min.)</b>	<b>22</b>	<b>13</b>
<b>Push-ups (1 min.)</b>	<b>10</b>	<b>5</b>
<b>1.5 Mile Run</b>	<b>16:09</b>	<b>20:49</b>
<b>Exercise</b>	<b>Males (50+)</b>	<b>Females (50+)</b>
<b>Sit-ups (1 min.)</b>	<b>17</b>	<b>7</b>
<b>Push-ups (1 min.)</b>	<b>7</b>	<b>3</b>
<b>1.5 Mile Run</b>	<b>18:22</b>	<b>22:53</b>

To pass the physical fitness assessment of the Police Officer recruitment and selection process, the candidate must perform each component being tested and meet or exceed the City standard. A score below the standard on any single exercise will be considered a failing score, resulting in disqualification in the current recruitment and selection process.

**\*See the Physical Fitness Test Standards at the end of this document for specific instruction on proper form for the physical fitness tests.**

**D. Structured Panel Interview**

1. Candidates finishing in at least the top thirty (30) places on the written examination will participate in a structured panel interview. The decision to interview more than thirty (30) candidates will be determined depending upon the number of vacancies available at that time or the number of "ties" between candidates for the 30<sup>th</sup> place in the scoring. All other candidates will be notified via e-mail of their status within thirty (30) days.

This panel interview will be conducted at a designated time and place and each eligible candidate will receive advance e-mail notification of such time and place. Each candidate's raw score from this structured interview will be weighted at a

- factor of 70%. This panel interview will be conducted using valid, non-discriminatory procedures.
2. Each candidate will be interviewed by an interview panel, which will be comprised of, but not limited to, the following:
    - Director of Human Resources, or his/her designee; and,
    - At least one Sergeant and two Officers.
  3. All elements of the structured panel interview will be standardized, including defined, uniform questions; defined, uniform rating criteria; and a defined uniform rating scale.
  4. Each candidate will be evaluated on a variety of rating dimensions including, but not limited to:
    - image, demeanor, & attitude;
    - communication;
    - mental alertness;
    - judgement, reasoning, & problem solving;
    - general personality traits, attributes, characteristics;
    - social interaction, interpersonal & human relations; and,
    - overall suitability.

**E. Tabulation of Scores/Creation of "Eligibility List"**

1. Candidates who completed the Structured Panel Interview phase of the process will be placed on the "Eligibility List", as established by the Director of Human Resources, or his/her designee, in order of their finish based upon their combined weighted scores tabulated from the Written Exam and the Structured Panel Interview.
2. Continued "Eligibility" will be conditional upon successful completion of the remaining components of the selection process as described in the remainder of this summary description. Candidates who are disqualified during subsequent phases of the selection process will, accordingly, be removed from the "Eligibility List".
3. This "Eligibility List" will be valid for a period of six (6) months from the date of its original creation, unless the list has been exhausted in which the list may be closed prior to the sixth month period. This list may also be extended for an additional

period of not more than six (6) months by order of the Director or Human Resources or the Chief of Police.

**F. Background Investigation & Record Check**

1. Each candidate will be required, at time of background investigation, to complete the "Fair Credit Reporting Act Notification and Acknowledgement" form, acknowledging that the City may obtain a consumer report or investigative report (e.g. criminal record, driving record) and use such reports in assessing his/her suitability for employment.
2. A thorough and complete background investigation and record check will be initiated immediately as outlined below. The function of the background investigation and record check is to assist the City in reaching a determination regarding each candidate's suitability for employment as a Dublin Police Officer.
3. The Director of Human Resources, or his/her designee, will initiate background investigation and record check procedures by forwarding on to the Police Department, at minimum, the number of candidates' applications necessary to fill the vacancy (ies)\* in rank order from the "Eligibility List", as follows:

Number of Vacancies	Number of Candidates Forwarded to Background/record Check Phase
1	5
2	6
3	7
4	8
5	9
6	10
7	11

\* Available vacancy is defined, as a vacancy, which the City Manager, in his/her sole discretion determines, should be filled.

4. Background investigations and record checks will be conducted by the Police Department, Investigation Section and will proceed concurrently with polygraph examination procedures. Findings of the investigator may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration. The findings of the investigator may, also, themselves alone be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.

5. The investigator will be furnished with the application and other information pertaining to each given candidate.
6. The background investigation will consist of, but not be limited to, the following:
  - verification of the candidate's credentials, educational achievements, past and present employment, age, residence, citizenship, and driver's license;
  - interviews with past and present employers, neighbors, school officials, and personal references;
  - a review of each candidate's family history, military history, gambling history, substance abuse history; and,
  - psychological questionnaire
7. The record check will consist of the following:
  - each candidate's name shall be entered into state and national computers for wants, arrest warrants and other records;
  - fingerprints shall be taken for each candidate and submitted for state and federal screening; and,
  - a driver's abstract shall be obtained for each candidate from the Ohio Bureau of Motor Vehicles.
8. The following occurrences, incidents, events, conduct, or behaviors in a candidate's background may result in disqualification from the selection process:
  - felony conviction;
  - admission of an adult offense defined as a felony in the Ohio Revised Code (ORC);
  - admission or conviction of a juvenile offense for aggravated felony as defined by the Ohio Revised Code (ORC);
  - fraudulent activity (i.e. filing fraudulent insurance claims or fraudulent applications for Worker's Compensation, welfare, unemployment compensation or other public assistance programs);
  - conviction as an adult for M-1 or M-2 misdemeanors as listed in the ORC;

- conviction as a juvenile for M-1 or M-2 misdemeanors as listed in the ORC (does not include traffic or minor misdemeanors);
- conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the ORC;
- a pattern of theft offenses or admission of such a pattern;
- conviction of a gambling offense ("gambling" as defined by federal, state or local law);
- engaging in the promotion of illegal gambling activity wherein the applicant gains a financial benefit;
- illegal use or sale of controlled substances and/or conviction for controlled substance violations;
- abuse of alcohol and/or chemical agents/solvent-based substances;
- verified or admitted physical or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one has lived or has had a relationship;
- non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility determined by a finding of any court of law;
- intentional violation of any protective or temporary restraining order as determined by a court of law;
- verified or admitted sexual abuse of one's spouse, ex-spouse, child, stepchild, parent, or other relative or person with whom one has lived or has had a relationship;
- poor work record, especially a discharge or resignation in lieu of discipline from a criminal justice occupation;
- poor driving record (i.e. numerous accidents or numerous convictions for moving traffic violations, suspension of driver's license);
- numerous debts which are not being regularly paid-off;
- providing materially or substantially inconsistent responses regarding the candidate's record and information disclosed by the candidate;
- failure to disclose or acknowledge requested information on the part of the applicant during any portion of the background investigation;
- failure or refusal to answer or respond to oral or written questions during any phase of the selection process; and,
- other related and/or similar occurrences, incidents, events, conduct, or behaviors that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.

9. If, due to background investigation and record check procedures, a certain number of candidates on the "Eligibility List" are disqualified; they will be replaced with an equal number of candidates, in rank order, from the "Eligibility List". These candidates will then begin to be processed through the background investigation and record check phase of the process.

#### **G. Polygraph Examination**

1. Concurrent with the background investigation and record check phase of the process, a polygraph examination will be administered by a trained and certified polygraph examiner.
2. The subject areas to be explored by the polygraph examiner during the examination will include employment history, general background, personal conduct, childhood, educational history, illegal drug use, criminal activity resulting from illegal drug use, criminal activity resulting from alcohol use, gambling activity, driving history, military history, arrest record (juvenile and adult), general criminal activity, theft, fighting, and criminal sexual activity.
3. Admissions concerning inappropriate or illegal conduct/behavior made during the polygraph examination will be scrutinized for the purpose of determining the candidate's continued eligibility.
4. The candidate may or may not be advised of the results of the polygraph by the examiner upon completion of the exam.
5. A finding regarding whether the candidate has been truthful during the polygraph exam will not be used as a single determinant of continued eligibility. However, deception to relevant questions during any part of the polygraph exam that is corroborated by other investigative means may be used as the basis for disqualification.
6. If, due to the polygraph examination a certain number of candidates on the "Eligibility List" are disqualified, they will be replaced by an equal number of candidates, in rank order, from the "Eligibility List". These candidates will then begin to be processed concurrently through the background investigation & record check and polygraph examination phases of the process.

#### **H. Final Interviews with the Director of Human Resources, Bureau Commanders and Chief of Police**

1. After the completion of the "Eligibility List", the Director of Human Resources, or his/her designee, the Bureau Commanders, and the Chief of Police will interview and consider at least the five highest ranking candidates from the "Eligibility List" for each

available vacancy\* and will select one of those five candidates for each available vacancy. If multiple vacancies exist, the Director of Human Resources, or his/her designee and the Chief of Police will interview at least the required number of candidates necessary to fill the multiple vacancies and consider said number of candidates for selection in a manner consistent with the following illustration:

Candidates 1, 2, 3, 4, and 5 from the "Eligibility List" are considered for the first vacant position; candidate 2 is selected for said vacant position; candidates 1, 3, 4, 5, & 6 are then considered for the second vacant position; candidate 1 is selected for said vacant position; Candidates 3,4,5,6, and 7 are then considered for the third vacant position; candidate 5 is selected. (This process, given the provisions in subsections 3 and 4 below regarding disqualification, would continue until a selection would be made for each remaining vacant position.)

**NOTE:** In the event a vacancy becomes available when less than five (5) candidates remain on the "Eligibility List", a new recruitment & selection process shall be initiated.

2. Should a candidate from the "List" be considered but not selected for two vacant positions, the Director of Human Resources or his/her designee shall have the authority to disqualify said candidate from future consideration and shall remove that candidate's name from the existing "Eligibility List", in which case, the Director of Human Resources or his/her designee shall notify the candidate in writing stating the reason for his/her disqualification and removal from the "Eligibility List". The decision of the Director of Human Resources or his/her designee to disqualify said candidate from future consideration and to remove said candidate's name from the "Eligibility List" shall be final.
3. If, during or after the final interview, the Director of Human Resources, or his/her designee, learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Director of Human Resources, or his/her designee, will have the authority to disqualify the candidate from future consideration and remove said candidate's name from the existing "Eligibility List". In which case, the Director of Human Resources, or his/her designee, will notify said candidate in writing stating the reason for his/her disqualification and removal from the "Eligibility List". The decision of the Director of Human Resources, or his/her designee, to disqualify said candidate from future consideration and to remove said candidate's name from the "Eligibility List" will be final.
4. At the conclusion of the interview, each candidate will have a final opportunity to ask questions.

**I. Conditional Offer of Employment**

1. Candidates selected for available vacancies in accordance with the procedures identified in Section H.1. of this summary description, will be extended (both verbally and in writing) a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a psychological evaluation, medical examination, and a drug test, and that their appointments would be probationary in nature for a period of at least one (1) year. At the time the verbal conditional offer is made, the representative of the City extending such offer will cover a checklist of all elements of the offer, including all employee benefits for which the candidate would be eligible upon appointment.

**J. Psychological Evaluation**

1. A psychological evaluation will be conducted on each candidate to whom a conditional offer of employment has been extended. The purpose of this psychological evaluation will be to determine whether the candidate possesses an appropriate, acceptable, or desirable psychological, emotional, and personality profile, and/or the appropriate, acceptable, and desirable characteristics, traits, qualities, attributes, tendencies, etc. to perform the essential functions of the Police Officer position and with no direct threat to the candidate's own health or safety or that of others.
2. Each candidate will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes, tendencies, etc. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes, tendencies, etc. which, in the judgment of the City's consulting psychological or psychiatric professional, and/or the Chief of Police and Director of Human Resources, or his/her designee, reflect a significant potential for unacceptable or undesirable performance of the essential functions of the job or would pose a direct threat to the candidate's own health or safety or that of others, may result in a revocation of the conditional employment offer. In particular, the following characteristics, traits, qualities, attributes, tendencies, etc. are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of a conditional employment offer:
  - anti-social behavioral patterns and attitudes;
  - "quick temperedness";
  - inability/unwillingness to accept supervision and to carry out orders of a superior;
  - lack of compassion, sympathy;
  - low level of self-esteem or confidence; or an inordinately high level of same;
  - deceptiveness in answering questions;

- inability to accept constructive criticism;
  - inability to deal with verbal abuse in a proper and effective manner;
  - inability to deal effectively with the stress inherent to police work;
  - racial/sexual prejudice; and,
  - other related and/or similar traits, tendencies, characteristics, qualities, or attributes that would be unacceptable, undesirable, or inappropriate in a Police Officer given the duties and responsibilities inherent to the position.
3. The purpose of administering a variety of psychological tests and having each candidate participate in a variety of procedures and exercises is to, furthermore, determine whether each candidate has the ability to endure the stress associated with the nature of the job.
  4. The psychological evaluation will be conducted by qualified psychological or psychiatric professionals.

**K. Medical Examination**

1. A complete and thorough medical examination will be conducted on each candidate to whom a conditional offer of employment has been extended. The medical examination will be conducted by a licensed physician, as selected by the City of Dublin, and shall be at the City's expense. The medical examination will be administered for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of the Police Officer job classification in the City of Dublin and that no medical condition exists that would pose a direct threat to the health or safety of himself/herself or others.
2. The candidate will be certified by the City's examining physician as being in good general health and free of any medical conditions which would pose a direct threat to the health or safety of himself/herself or others, or which may preclude the candidate from performing the essential job functions of a Dublin Police Officer; therefore, any lab or other test (e.g. blood test) which are required pursuant to Section 742.38 of the Ohio Revised Code or which the examining physician feels, in his professional opinion, would aid the City in reaching such a determination, will be authorized by the City of Dublin; generally accepted medical and health standards shall be the basis of this examination process.
3. The City of Dublin's examining physician (and his assistants) will examine candidates for the position of Police Officer based in part upon the following general requirements. A candidate may be disqualified if he/she fails to meet any valid requirement, including the following, if such failure would preclude that candidate from performing the essential job functions of the Police Officer job classification or would pose a direct threat to the health or safety of himself/herself or others:

- candidate will be free of cardiovascular and pulmonary diseases;
  - vision requirements are based on vision acuity, depth perception and color perception; a candidate will have both eyes correctable to 20/20 by use of eyeglasses or contact lenses; there will be no disease of the eye; vision must be free of color deficiencies;
  - candidate will be free of parasitic and systemic skin disease;
  - there will be no evidence of intemperate or illegal use of stimulants, depressants, or other drugs;
  - there will be no obstruction to free breathing, or severe sinus disease;
  - there will be no serious disease of the ear, nose, or throat; candidate should possess normal hearing in both ears;
  - there will be no actual or potential hernia or lower back problem(s);
  - each candidate will possess an index, middle, and ring finger and thumb on each hand; each foot will have a great toe;
  - the brain and nervous system will be free from defects; there will be no epilepsy; and,
  - the kidneys will be healthy; the urine normal.
4. Results of the medical examination will be submitted to the Chief of Police and Director of Human Resources or his/her designee for consideration. The results of medical examinations will be kept strictly confidential.

**L. Drug Testing**

1. Each candidate to whom a conditional offer of employment is extended will be required to submit to and pass a urinalysis to detect the presence of illegal drugs, or legal drugs which may have been obtained and used illegally, in his/her system.
2. It is the policy of the City not to appoint any candidate who does not consent to a drug test or whose test results are confirmed to be positive for the presence of

illegal drugs or legal drugs for which the candidate cannot submit sufficient proof that such drugs were legally obtained or used.

3. At the time of application and prior to the testing of any candidate, the candidate will be advised that a drug test is a required part of the City's selection process and that said test will be administered only after the extension of a conditional offer of employment; that after the extension of said conditional offer, he/she will be required to submit to and pass such a test in order to be appointed; that the test will screen for the presence of drugs in his/her bodily fluids; that he/she will be provided the opportunity to identify any recent legally prescribed drug use which might be detected in the test results (such explanation shall be sought and accepted only after the candidate has been extended a conditional offer of employment); and that he/she is required to sign the Pre-Employment Drug Testing Consent Section of the Employment Application as referenced in this summary description, which includes consent that notice of the test results will be provided to City of Dublin personnel.
4. Each candidate to whom a drug test is administered will be notified of the test results and be advised whether he/she will be disqualified due to said results. Any explanation a candidate may have as to why a positive test result was obtained will be carefully considered.
5. Drug testing will be conducted in the following manner:
  - a. No candidate will be administered a drug test until he/she has been extended a conditional offer of employment; the conditional nature of the offer will be that appointment is contingent upon passage of a drug test.
  - b. After notifying a candidate that he/she will be appointed contingent upon passage of a drug test, and only after he/she has consented to testing, he/she will be directed to an authorized collection site where, after showing proper identification, a urine specimen will be collected. Sites authorized for the collection of specimens will be selected at the sole discretion of the Director of Human Resources, or his/her designee.
  - c. The specimen will then be forwarded to a D.H.H.S (Department of Health & Human Services) certified laboratory for testing and analysis. Laboratories selected for testing and analysis will be selected at the sole discretion of the Director of Human Resources.
  - d. In screening for the presence of drugs, generally accepted screening procedures will be used and the threshold level for determination will be established in accordance with generally accepted medical procedures and existing laws

and/or regulations. If the presence of drugs is found in the specimen, that specimen will be submitted for further verification (confirmatory) testing.

- e. After the initial screening and confirmatory screening (if applicable) has been completed, the results will be provided to the Director of Human Resources, or his/her designee.

**M. Unconditional Offer of Employment**

1. Upon passage of the required psychological evaluation, medical examination, and drug test, the Division of Human Resources or his/her designee will notify each selected candidate (both verbally and in writing) that the above referenced conditions have been satisfied and that the offer is unconditional in nature.
2. A start date will then be identified for each selected candidate and notification of such will be provided to the Police Department, the Department of Finance, and the Department of Information Technology.

**N. Appointment & Probationary Period**

1. Upon appointment, sworn personnel will serve at least a one (1) year probationary period beginning the first day of the field officer training program. If a candidate is required to attend an academy, the probationary status will begin upon appointment and continue throughout the duration of the academy and for a period of one (1) year beginning the first day of the field officer training program. With the City Manager's approval the probationary period may be extended by an additional six months, if needed, to fully evaluate a probationary employee. Reasons for this extension could include an extensive time spent at basic training, an extended illness or absence during probation, or a lack of enough specific evaluation material to make the appointment to permanent status.
2. The purpose of the probationary period is to provide the new employee with the opportunity to demonstrate that he/she has the knowledge, skills, abilities, work habits and other attributes necessary to obtain "regular" employment status.
3. Should the selected candidate be required to attend a Police Training Academy, continued employment will be conditional upon acceptance into and successful completion of the Police Academy of the City's choosing.
4. An employee will be retained beyond the probationary period and granted "regular" status only if the performance of the employee has been determined to be "satisfactory". Under certain circumstances, the probationary period may be extended, but only for valid reasons, only after approval of the City Manager, and only for a specified period of time. The probationary period will not be extended

indefinitely. If, upon conclusion of this extended probationary period, the employee's performance is still deemed "unsatisfactory", the employee will be dismissed from his/her position.

### **RE-EXAMINATION/RE-APPLICATION POLICY**

Candidates who are disqualified from the selection process will not be re-examined for a period of one (1) year from the date of such disqualification, unless the Director of Human Resources, or his/her designee, determines that such re-examination is in the best interest of the City's Law Enforcement Personnel Recruitment Program. Candidates who have been disqualified from the selection process will have the opportunity to re-apply for future selection processes after said six (6) month period.

### **Physical Fitness Test Standards**

#### **The Push up**

The push-up event measures the endurance of the chest, shoulder, and triceps muscles. On the command "get set," assume the front-leaning rest position by placing your hands where they are comfortable for you. Your feet may be together or up to 12 inches apart. When viewed from the side, your body should form a generally straight line from your shoulders to your ankles. On the command "go," begin the push-up by bending your elbows and lowering your entire body as a single unit until your upper arms are at least parallel to the ground. Then, return to the starting position by raising your entire body until your arms are fully extended. Your body must remain rigid in a generally straight line and move as a unit while performing each repetition. If you fail to keep your body generally straight, to lower your whole body until your upper arms are at least parallel to the ground, or to extend your arms completely, that repetition will not count, and the scorer will repeat the number of the last correctly performed repetition. If you fail to perform the first ten push-ups correctly, the scorer will tell you to go to your knees and will explain to you what your mistakes are. You will then be sent to the end of the line to be retested. After the first 10 push-ups have been performed and counted, however, no restarts are allowed. The test will continue, and any incorrectly performed push-ups will not be counted. An altered, front-leaning rest position is the only authorized rest position. That is, you may sag in the middle or flex your back. When flexing your back, you may bend your knees, but not to such an extent that you are supporting most of your body weight with your legs. If this occurs, your performance will be terminated. You must return to, and pause in, the correct starting position before continuing. If you rest on the ground or raise either hand or foot from the ground, your performance will be terminated. You may reposition your hands and/or feet during the event as long as they remain in contact with the ground at all times. Correct performance is important. You will have one minute in which to do as many push-ups as you can.

### **The Sit up**

The sit-up event measures the endurance of the abdominal and hip-flexor muscles. On the command "get set," assume the starting position by lying on your back with your knees bent at a 45-degree angle. Your feet may be together or up to 12 inches apart. Another person will hold your ankles with the hands only. No other method of bracing or holding the feet is authorized. The heel is the only part of your foot that must stay in contact with the ground. Your fingers must be interlocked behind your head and the backs of your hands must touch the ground. Your arms and elbows need not touch the ground. On the command "go," begin raising your upper body forward to, or beyond, the vertical position. The vertical position means that the base of your neck is above the base of your spine. After you have reached or surpassed the vertical position, lower your body until the bottom of your shoulder blades touch the ground. Your head, hands, arms, or elbows do not have to touch the ground. A repetition will not count if you fail to reach the vertical position, fail to keep your fingers interlocked behind your head, arch or bow your back and raise your buttocks off the ground to raise your upper body, or let your knees exceed a 90-degree angle. If a repetition does not count, the scorer will repeat the number of your last correctly performed sit-up. The up position is the only authorized rest position. If you stop and rest in the down (starting) position, the event will be terminated. As long as you make a continuous physical effort to sit up, the event will not be terminated. You may not use your hands or any other means to pull or push yourself up to the up (resting) position or to hold yourself in the rest position. If you do so, your performance in the event will be terminated. Correct performance is important. You will have one minute to perform as many sit-ups as you can.

### **1.5 Mile Run**

The run is used to assess your aerobic fitness and your leg muscles endurance. You must complete the run without any physical help. At the start, you will line up behind the starting line. On the command "go," the clock will start. You will begin running at your own pace. You are being tested on your ability to complete the 1 1/2-mile course in the shortest time possible. Although walking is authorized, it is strongly discouraged. If you are physically helped in any way (for example, pulled, pushed, picked up, and/or carried) or leave the designated running course for any reason, you will be disqualified.