



# 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.

## **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. The Division of Human Resources will prepare an announcement/ advertisement publicizing the fact that the City of Dublin is seeking qualified candidates for the Police Officer position/classification. The announcement/ advertisement will contain information such as minimum qualifications, certification requirements, rate of pay, deadline for application, and other information deemed necessary by the Division of Human Resources for applicants to participate in the first phase of the selection process.
2. A general vacancy announcement will be publicized on the City of Dublin website ([www.dublinohiousa.gov](http://www.dublinohiousa.gov)) and information relative to the position/classification and the selection process will be provided to all candidates.
3. The recruitment announcement/advertisement will be publicized on the City of Dublin website for at least ten (10) days.
4. Each candidate will be required to complete the online Employment Application. Without the completion of the online Employment Application, the candidate will not be given further consideration for employment with the City. Applicants who need an accommodation to complete the online Employment Application should contact the Division of Human Resources.
5. Upon completion of the online Employment Application, each candidate will then receive notification of receipt of the application materials as well as their status with respect to their eligibility to participate in the written examination.

**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 their picture at the time of the examination.
3. Candidates must score at least an 70% 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 69% 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 twenty-one (21) 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 of the written examination.

**C. Physical Fitness Assessment**

1. Each successful candidate will be required to complete a physical fitness assessment, prior to the making of a conditional offer of employment, to determine their readiness to enter the Police Academy of the City's choosing or, upon hire, to move into a City field training program. The purpose of the physical fitness assessment is to ensure that a candidate possesses the general physical fitness necessary to perform the essential job functions of Police Officer at the City of Dublin. While these elements may not be directly representative of essential job functions to be performed by a Police Officer, each component does measure the candidate's physiological capacity to learn and perform the essential job functions.
2. 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. All standards set forth are determined to be starting benchmarks for a State of Ohio Peace Officer Basic Training Academy.

<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>23</b>
<b>Push-ups (1 min.)</b>	<b>19</b>	<b>9</b>
<b>1.5 Mile Run</b>	<b>14:34</b>	<b>17:49</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>15:13</b>	<b>18:37</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>15:58</b>	<b>19:32</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>4 (Modified Form)</b>
<b>1.5 Mile Run</b>	<b>17:38</b>	<b>21:31</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 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. If a candidate is unable to perform any component being tested, the City may provide a substitute element for the components being tested which would be a valid assessment of the physiological capacity for the particular factor being measured.

**\*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**

- 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 their 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 Preliminary Eligibility List**

1. Candidates who completed the Structured Panel Interview phase of the process will be placed on the Preliminary Eligibility List, as established by the Director of Human Resources, or their designee, in order of their combined weighted scores tabulated from the Written Examination 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 be removed from the Preliminary and/or Final Eligibility List, as applicable.

3. The Preliminary and/or Final Eligibility List will be valid until completion of the current recruitment and selection process at which time vacancy(ies) have been filled. The Preliminary and/or Final Eligibility List may also be extended for an additional period of not more than six (6) months by order of the Director of 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 their 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.

The Director of Human Resources, or their 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 current vacancy(ies) in rank order from the Preliminary Eligibility List.

3. Background investigations and record checks will be conducted by the Police Department. Findings of the background investigation 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.
4. The background investigator will be furnished with the application and other information pertaining to each given candidate.
5. 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, U.S. citizenship or permanent residency status, and driver's license;

- interviews with past and present employers, neighbors, school officials, and personal references;
  - a review of each candidate's family history, criminal history, military history, employment history, gambling history, financial history, substance use or abuse history;
  - completion of an online personal history questionnaire; and,
  - a review of the candidate's publicly accessible online postings.
6. 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.
7. 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.
8. After the background investigation is completed and the results reviewed and analyzed for each candidate by the Background Investigator, they will submit an investigative report on each candidate to the Chief of Police and the Director of Human Resources, or their designee, for review and consideration.

9. The candidates who have successfully participated in and completed all selection process components leading up to the final interview stage of the selection process detailed in Section G, will be placed on a Final Eligibility List.
10. If, due to background investigation and record check procedures, a certain number of candidates on the Final Eligibility List are disqualified, they may be replaced with an equal number of candidates, in rank order, from those candidates whose background investigation has not been initiated from the Preliminary Eligibility List. These candidates may then begin to be processed through the background investigation and record check phase of the process.
11. Any decision to disqualify a candidate during the background investigation phase will be based on the substance of the background investigation and record check relative to valid, job-related considerations.

**G. Final Interviews with the Director of Human Resources, or their designee, the Chief of Police, and Sworn Police Bureau Commander(s)**

1. After the completion of the previous selection process components, the Director of Human Resources, or their designee, the Chief of Police, and the Sworn Bureau Commander(s) will interview and consider at least the three (3) highest ranking candidates from the current Final Eligibility List

As a result of these interviews, the Chief of Police may select one of those candidates for each available vacancy. If multiple vacancies exist, the Director of Human Resources, or their designee, the Chief of Police, and the Operations and Support Services Bureau Commander(s) will interview at least the number of candidates necessary to fill the multiple vacancies. The Chief of Police may consider any one of the candidates interviewed for selection.

NOTE: In the event a vacancy becomes available when less than three (3) candidates remain on the Final Eligibility List, a new recruitment and selection process may then be initiated. Should a vacancy(ies) exist on the Final Eligibility List, the City reserves the right to pull candidates from the Preliminary Eligibility List to move forward to the next phase of the selection process.

2. Should a candidate from the Final Eligibility List be considered but passed over for two vacant positions during the same hiring process, the Director of Human Resources, or their designee, or the Chief of Police will have the authority to disqualify said candidate for the duration of that hiring process and may remove that candidate's name from the existing Final Eligibility List and the Preliminary Eligibility List. The Director of Human Resources, or their designee, will notify the candidate in writing stating the reason for their disqualification and removal from the Final and Preliminary Eligibility Lists. The decision of the Director of Human Resources, or their designee, or the Chief of Police to disqualify said candidate



from future consideration and to remove said candidate's name from the Final and Preliminary Eligibility Lists will be final.

3. If, during or after the final interview, the Director of Human Resources, or their designee, or the Chief of Police learns that a candidate has misrepresented their 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 their designee, or the Chief of Police will have the authority to disqualify the candidate from future consideration and remove said candidate's name from the existing Final and Preliminary Eligibility Lists. In which case, the Director of Human Resources, or their designee, will notify said candidate in writing stating the reason for their disqualification and removal from the Final and Preliminary Eligibility Lists. The decision of the Director of Human Resources, or their designee, or the Chief of Police to disqualify said candidate from future consideration and to remove said candidate's name from the Final and Preliminary Eligibility Lists will be final.
4. At the conclusion of the interview, each candidate will have a final opportunity to ask questions.

#### **H. Conditional Offer of Employment**

1. Candidates selected for available vacancies in accordance with the procedures identified in this Administrative Order 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 must pass a polygraph examination, psychological evaluation, medical examination, a drug test with acceptable results, a full background investigation, and that their appointment would be probationary in nature for a period of at least one (1) year from the beginning 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 from the beginning of the field officer training program. 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.

#### **I. Polygraph Examination**

1. A polygraph examination will be conducted on each candidate to whom a conditional offer of employment has been extended.
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. Any decision to disqualify a candidate will be based on the substance of the polygraph examination relative to valid, job-related considerations.

**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 their 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 and qualified physician, as selected by the City of Dublin, and will be at the City's expense. The medical examination will be administered, as required by Ohio Revised Code 742.38 and Ohio Administrative Code 742-1-02, for the purpose of ensuring that a candidate possesses the general health status necessary and is found physically able, with or without reasonable accommodations, to perform the essential job functions of the Police Officer job classification at the City of Dublin.
2. The City of Dublin's examining physician, and their assistants, will examine each candidate on a case-by-case basis to determine whether the candidate can, with or without reasonable accommodations, perform the essential job functions of a Dublin Police Officer. The examining physician will perform a medical examination which includes a thorough history, a physical examination, and clinical tests may consist of, but are not limited to, the following components:

- a. Non-DOT Drug Screening
  - b. Lipid profile that includes total cholesterol, triglycerides, LDL cholesterol, and HDL cholesterol
  - c. Chest X-Ray Examination that is at least a P.A. 72" (i.e. front to back)
  - d. Electrocardiogram (EKG) and cardiac stress test performed consistent with standard Bruce protocol
  - e. Spirometry that represents at least a valid and reproducible forced expiratory volume at one (1) second (FEV1), forced vital capacity (FVC), and forced expiratory volume at one second/forced vital capacity (FEV1/FVC) that meets the criteria of the American Thoracic Society;
3. The City's examining physician will complete a medical examination form based upon the medical review of the candidate. The existence of a potentially disqualifying condition will not preclude the examining physician from determining that the candidate is able to perform the essential job functions of the position. Nothing, however, will preclude the examining physician from noting the existence of any other potentially disqualifying condition, which in their opinion, may render the candidate unable to perform the essential functions of the Police Officer classification.
  4. Upon conclusion of the medical examination, the examining physician will sign the medical examination form noting all relevant medical information and will render their medical opinion as to whether the candidate can perform the essential functions of a Police Officer. The examining physician will determine if each candidate can, with or without reasonable accommodation, perform the essential functions of the position based upon the results of the clinical tests that are performed and set forth in Section 742.38 of the Ohio Revised Code and Ohio Administrative Code 742-1-02.
  5. It will be up to the City of Dublin to assess the type(s) of reasonable accommodations that may be necessary to allow the candidate to perform the essential functions of a Police Officer in addition to providing such necessary reasonable accommodations to a qualified candidate with a disability. Provided, however, that nothing will be outlined to require a reasonable accommodation if doing so will impose an undue hardship on the City of Dublin or a direct threat to the safety of themselves or others.
  6. Results of the medical examination will be submitted to the Division of Human Resources and the Chief of Police for consideration. The results of medical examinations will be kept strictly confidential. Based upon the recommendations of

the examining physician, the City of Dublin will render the final decision as to whether the offer of employment will be revoked.

**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, including cannabis, cannabis derivatives, and cannabinoids, or legal drugs which may have been obtained and used illegally, in their system.
2. It is the policy of the City not to appoint any candidate who does not consent to a drug test, any candidate who engages in conduct which obstructs the testing process, or whose test results are confirmed to be positive for the presence of illegal drugs, including cannabis, cannabis derivatives, and cannabinoids 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, they 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 their bodily fluids; that they 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 they are 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 they 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 they have 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 they will be appointed contingent upon passage of a drug test, and only after they have consented to testing, they 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 their 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 their designee.

**M. Unconditional Offer of Employment**

1. Upon satisfactory completion of the required polygraph examination, psychological evaluation, medical examination, drug test, and full background investigation, the Director of Human Resources, or their designee, will notify each selected candidate 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 provided to the Police Department, the Department of Finance, and the Department of Information Technology.

**MI. Appointment & Probationary Period**

1. Upon acceptance of the City's employment offer by the selected candidate, the candidate will be appointed to the position in a probationary status for a period of at least one (1) year from the beginning 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 from the beginning of the field officer training program.

2. The purpose of the probationary period is to provide the new employee with the opportunity to demonstrate that they have 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 a probationary employee's performance is deemed "unsatisfactory" at any point during their probationary period, the employee may be dismissed from their position and will have no internal appeal rights.

## **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.