



## West Chester Police

9577 Beckett Road, Suite 500  
West Chester, OH 45069  
(513) 759-7250

### Qualifications and Requirements for Police Recruit

**Residency Requirement:**

Candidates need not be a resident of West Chester.

**Citizenship:**

Applicants are required to comply with all requirements to The Immigration Reform and Control Act of 1986.

**Educational Requirements:**

Must be a high school graduate or equivalent (GED).

**Age Requirement:**

Minimum age is 21 years old by date of appointment to recruit.

**Additional Requirements:**

Must be in excellent physical condition and successfully complete a physical ability test.

Must have the ability and willingness to learn police procedures and principles.

Must satisfactorily complete a background investigation, which includes a polygraph examination.

Must satisfactorily complete a psychological evaluation.

Due to the sensitive and stressful nature of this position, applicants must be free from alcohol and drug dependency and possess emotional stability.

Must be free from felony convictions.

Must have a valid Ohio Driver's License.

Must be willing to work irregular hours and work schedules.

Must pass a medical examination including drug screen.

No visible tattoos, body art or mutilations.

**Salary for Patrol Officer:**

As of October 1, 2013 ... Starting \$54,303.19 / yearly

Step 6 ... \$70,751.55 / yearly

Above salary figures represent base pay for patrol officer. Paid benefits such as longevity, shift differential, holiday pay, overtime, etc. is not included and should be considered for comparison purposes. The current labor agreement expires September 30, 2016.

**Probationary Period:**

One (1) year

**Written Test:**

The written test counts as 100% of the applicants' examination grade. Top score's on the written test will be asked to participate in the remaining portions of the examination process. The following portions will be strictly pass/fail. Successful completion of each phase is necessary to continue to the next phase.

**The remaining portions of the selection process include:**

Physical Ability Test.

Committee Review Board

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Supervisory Review Board  
Polygraph Examination  
Background Investigation  
Psychological Evaluation  
Interview with the Chief of Police  
Post-Offer Polygraph  
Post-Offer Psychological Evaluation  
Medical Examination including Drug Screen.  
Appointment to Police Recruit.

**Physical Ability Test:**

It is in the applicant's best interest to prepare as early as possible for the physical ability test. **If any applicant questions their ability to perform any of the physical tests safely, they should consult their physician prior to participating.**

The following briefly describes the events you will be required to perform during the physical ability test.

**Test #1**

Sit-up Test-

In this test the candidate will be required to complete the required number of sit-ups within one minute. Passing requires the candidate to perform the minimum number of sit-ups listed.

**TESTING PROTOCOL**

1. The subject will start by lying on their back, knees bent, heels flat on the floor, with the fingers interlaced behind the head. Avoid pulling on the neck with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner will hold the subject's feet down firmly. This shall be accomplished by placing the hands on top of the subject's feet.
3. The subject then performs as many correct sit-ups as possible in one minute.
4. In the up position, the subject will touch both elbows to the knees and then return until the shoulder blades touch the floor. This is one repetition.
5. Score is the total number of correct sit-ups done within one minute. Any resting must be done in the up position.
6. Breathing should be as normal as possible, making sure the subject **does not** hold their breath as in the Valsalva maneuver.
7. The neck will always remain in a neutral position (straight).
8. Do not pull on the head or neck.
9. **A Physical Ability Evaluator must do the counting and decide whether or not each repetition is performed correctly. Only fully completed repetitions are counted toward the final score. Incorrectly performed repetitions shall not be counted toward the final score.**

| Age   | Sit-Ups (Men) | Sit-Ups (Women) |
|-------|---------------|-----------------|
| 21-29 | 40            | 35              |
| 30-39 | 36            | 27              |
| 40-49 | 31            | 22              |
| 50-59 | 26            | 17              |
| 60+   | 20            | 8               |

**Test #2**

Push-up Test-

In this test the candidate will be required to complete the required number of push-ups within one minute. Passing requires the candidate to perform the minimum number of push-ups listed.

**TESTING PROTOCOL**

1. The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The Physical Ability Evaluator will require that the subject's upper arms and back be parallel while in the down position.
2. Starting from the up position (elbows fully extended), the subject must keep their back straight at all times and lower the body toward the floor until the upper arms are parallel with the subject's back. The subject then returns to the up position. This is one repetition.

3. Resting shall be done in the up position only.
4. Score is the total number of correct push-ups done within one minute.
5. **A Physical Ability Evaluator must do the counting and decide whether or not each repetition is performed correctly. Only fully completed repetitions are counted toward the final score. Incorrectly performed repetitions shall not be counted toward the final score.**

| Age   | Push- Ups (Men) | Push- Ups (Women) |
|-------|-----------------|-------------------|
| 21-29 | 33              | 18                |
| 30-39 | 27              | 14                |
| 40-49 | 21              | 11                |
| 50-59 | 15              | 13                |
| 60+   | 15              | 8                 |

### Test #3

#### Stretcher Carry-

Two candidates will carry a stretcher, with 150 pounds of weight, through a series of steps. The course will consist of two flights of stairs up and two down.

The purpose of this test is to ensure the applicant has sufficient strength, endurance, balance and coordination to perform a stretcher carry, a job often required of West Chester Police Officers.

### Test #4

#### Obstacle Course-

In this test the applicant will be required to overcome a series of obstacles individually against a time standard. While performing the test the applicant will wear a belt with equipment comparable to one worn by West Chester Police Officers while on duty.

The course includes a 30 ft. sprint, passing through a series of cones, vaulting a 4 ft. barrier, negotiating another series of cones, climbing through a window, negotiating another series of cones and turning a corner, leaping a simulated culvert, negotiating another series of cones, vaulting another 4 ft. barrier, negotiating another series of cones, passing under an obstacle, and continuing to a table. Upon arriving at the table the applicant will pick up an unloaded pistol, fire 3 shots with each hand, then place the pistol back on the table. At this point the candidate will retrace his or her steps back through all the obstacles to the start/finish line. **The candidate must successfully complete each component before going on to the next obstacle.** In order to pass the candidate must successfully complete the course in less than 1 minute 45 seconds.

The purpose of this test is to ensure applicants possess the abilities that are required to successfully pursue a suspect on foot. These abilities include speed, agility, coordination, power, muscular strength and muscular endurance.

### Test #5

#### Mile and one-half run-

In this test the candidate will be required to run/walk one and one-half mile for time. The candidate's scores will be compared to national norms based on the candidates' age and sex. Passing requires the candidate to perform at or above the 50th percentile.

The purpose of the test is to measure the candidate's cardio-vascular fitness level. This is important in sustained exertion that may be required in the line of duty. In addition, national statistics on police officers indicate a high incidence of death and illness due to cardio-vascular disease. This test is designed to select those individuals who are at low risk because of their fitness levels.

### **MILE AND ONE-HALF RUN TIMES**

| Age   | Time (men) | Time (women) |
|-------|------------|--------------|
| 21-29 | 11:58      | 14:15        |
| 30-39 | 12:25      | 15:14        |
| 40-49 | 13:05      | 16:13        |
| 50-59 | 14:33      | 18:05        |
| 60 +  | 16:19      | 20:08        |

**Selection Committee Review / Panel Interview:**

A selection committee will evaluate candidates remaining in the selection process.

**Polygraph Examinations:**

Evaluate truthfulness and suitability of candidates during the selection process.

**Background Investigations:**

Candidates successfully completing all previous portions of the testing will be scheduled for a background investigation. The investigator will check your personal references, your criminal history, your driving record, your employment record and other background information. Candidates will be evaluated from the information gathered from the background investigation. This information will be held in strict confidence and will not be released. This information will be used exclusively to aid in the selection of police candidates.

**Supervisor Panel Interview:**

An evaluation conducted by West Chester Police Department Supervisors. This information will be used exclusively to aid in the selection of police candidates.

**Psychological Evaluations:**

The purpose of a psychological evaluation in this testing process is to determine whether you have the personality characteristics necessary to become a good police officer.

**Interview with Police Chief and/or Command Staff**

An interview conducted by the Police Chief and/or Command Staff of the West Chester Police Department.

**Medical Examination:**

This step includes a medical examination. The medical standards include but are not limited to:

- Passing a drug screen
- Blood pressure that does not exceed 140/90
- Normal color vision
- Minimal far point vision of 20/100, corrected to 20/40

**In the final stages of the hiring process, the candidate may be required to take a post-offer polygraph and post-offer psychological evaluation.**

**IMPORTANT:**

Successful completion of all test components will result in your placement on the eligible list. Placement on the eligible list does not guarantee a position.

# Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, National origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of the Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a confidential file and are not a part of your application for Employment or personnel file. Please note: **YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

## VOLUNTARY SURVEY

(Please Print)

Date \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

|                        |       |     |
|------------------------|-------|-----|
| Name                   |       |     |
| Address                |       |     |
| City                   | State | Zip |
| Social Security Number |       |     |

**If you voluntarily decide to fill out this survey complete only the sections below that have been checked**

|  |
|--|
| ✓ Current Job:   |
| ✓ Check One: _____ Male _____ Female   |
| ✓ Check one of the following: <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Black<br><input type="checkbox"/> Other <input type="checkbox"/> American Indian/Alaskan Native<br><input type="checkbox"/> Asian/Pacific Islander |
| ✓ Check if any of the following are applicable: <input type="checkbox"/> Vietnam Veteran<br><input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual  |
| ✓ Birth date:  |

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) applied for is open:  YES  NO

Position(s) considered for: Police Officer  
\_\_\_\_\_

Date: \_\_\_\_\_

**Clear Form**

**Print Form**