VILLAGE OF MORTON ILLINOIS
BOARD OF FIRE AND POLICE COMMISSIONERS

Orientation Packet
for
Police Officer Written and Physical Agility Exams

Orientation:	Saturday, September 20, 2014 @ 8:30 AM
Written Exam:	Saturday, September 20, 2014
Physical Agility Exam:	Saturday, September 20, 2014
Examination Location:	Morton High School 350 N Illinois Av Morton IL 61550

BACKGROUND DATA SHEET

INSTRUCTIONS

The Village of Morton Board of Fire and Police Commissioners thanks you for your interest in testing for a law enforcement officer position. It will be necessary for you to complete the enclosed Background Data Sheet (the last sheet of this packet) and return it to the Morton Police Department, 375 W. Birchwood St, Morton, IL 61550 no later than September 17, 2014 at 5:00 p.m. Applications received after that date will not be accepted, and individuals whose applications are received after that date will not be allowed to participate in the testing process.

In order for you to be eligible to participate in the examination process, you must fully complete and return the enclosed Background Data Sheet. Please complete each question with the appropriate information. If a question or request for information does not apply to you, please print Not Applicable, or N/A, in the appropriate space. You must attach a copy of your driver's license to your Background Data Sheet at, or prior to, the time you return it to the Morton Police Department.

SECTION 1
ORIENTATION

Immediately prior to the Written Examination, an orientation session will be held by the Board of Fire and Police Commissioners. Your attendance at the orientation session is required in order for you to participate in the testing process. You should plan on arriving at the testing location no later than 8:30 a.m. in order to participate in the orientation session.

SECTION 2
WRITTEN EXAMINATION

Immediately following the Orientation Session, the Board of Fire and Police Commissioners will administer the Written Examination. The Written Examination of applicants is the first formal phase of the testing process. You will be required to present a valid driver's license, or other acceptable photo identification, to the testing representative.

Failure to bring your valid driver's license will result in you being ineligible to participate in the testing process.

The Police Officer Series Exam will be administered during this phase of the testing process. This Exam covers abilities and skills, and must be completed within the applicable time limit.

SECTION 3
PHYSICAL AGILITY TEST

Immediately following the Written Examination, the Board of Fire and Police Commissioners will administer the Physical Agility Test. The Physical Agility Test of applicants is the second formal phase of the testing process. The Physical Agility Test is designed to measure a candidate's ability to perform those tasks required by police officers on a daily basis. The attached description of the Physical Agility Test is designed to familiarize you with the physical agility events and provide you with some training to help you prepare for the test. The suggestions provided are not exhaustive. You are encouraged to engage in whatever additional preparation strategies you believe will enhance your chances of performing effectively on the test and on the job.

Because of the very nature of the Physical Agility Test, **you will be required to bring with you to the Test a Doctor's Certification that you can participate**. A form of a Doctor's Certification is attached for your use. Prior to participating in the Physical Agility Test, you will also be required to read and sign a Release of Liability. If you do not sign the Release, you will not be allowed to participate in the Physical Ability Test.

SECTION 4
SPECIAL NOTICE TO CANDIDATES

Due to the legal requirements within which the Board of Fire and Police Commissioners must operate, no exceptions to any rules will be granted. You must attend each test cycle phase (orientation, written examination, and physical agility test) at the date, time and place specified.

If you fail to successfully complete any of the test cycle phases, you will be eliminated from further participation in this testing cycle.

SECTION 5
AMERICANS WITH DISABILITIES ACT

Under the Americans with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to provide a qualified applicant with an equal opportunity to be considered for a job. The Board of Fire and Police Commissioners is obligated to make a reasonable accommodation only for known limitations of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Board of Fire and Police Commissioners that an accommodation is needed to participate in the testing process. The Board is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation for any phase of the initial testing process must file a written request at least 5 working days prior to the date the testing phase is to be held and for which an accommodation is being sought.

If a representative of the Board is approached during any phase of the testing process (orientation, written examination, or physical agility test) by a candidate requesting an accommodation in order to participate in that phase of the testing process, the representative will not authorize or approve an accommodation or suggest such approval, and will not allow the candidate to continue in the process with the benefit of the accommodation.

The Village of Morton and their elected officials, agents, servants, employees, and members of the Village of Morton Board of Fire and Police Commissioners hereby deny and therefore disclaim any and all responsibility or liability to any person or party for any injury, damage, loss, and/or death resulting in any way from use of information contained in the physical agility test and information contained in these instructions.

PHYSICAL AGILITY TEST
INFORMATION SHEET

It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders, and obesity. Law enforcement agencies have the responsibility of minimizing known risks. Physical fitness is a health domain which can minimize the "known" health risk for law enforcement officers. Physical fitness has been demonstrated to be a bona fide occupational qualification (BFOQ). Job analyses that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks.

SECTION 1
SIT AND REACH TEST

Description:

This test measures the flexibility of the lower back and upper leg area. It is an important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. You will be required to sit on the ground or floor with your knees straight and feet flat against a sit and reach box. Your forward movement must be steady and even, not a lurching motion. The sit and reach box is marked in inches. **The score is in the inches reached on a yard stick with 15 inches being at the toes.**

Preparation:

Prepare for this test by performing sitting type of stretching exercises daily. There are two primarily recommended exercises:

Sit and Reach: Do 5 repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.

Towel Stretch: Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

SECTION 2
1 MINUTE SIT UP TEST

Description:

This test measures the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The correct sit up for the test will consist of hands clasped behind the head with the fingers interlocked. Your shoulder blades must touch the mat or floor in the down position. **The score is the number of bent leg sit ups performed in 1 minute.**

Preparation:

Prepare for this test by using a progressive routine. Do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week, do 3 sets (3 groups of the number of repetitions you did in one minute).

SECTION 3
ONE REPETITION MAXIMUM BENCH PRESS

Description:

This test measures the maximum weight pushed from the bench press position, and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. You will be required to lie on your back with your feet on the floor or bench. You will lower the weight to touch your chest, and then return the weight to starting position. **The score is a ratio of weight pushed divided by body weight.**

Preparation:

Preparation for this test will depend upon whether you have access to weights.

If you have access to weights: determine the maximum weight you can bench press one time. Take 60% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2 ½ to 5 pounds every week.

If you do not have access to weights: exercise using pushups. Determine how

many pushups you can do in one minute. At least 3 times a week, do 3 sets of the amount you can do in one minute.

SECTION 4
1.5 MILE RUN

Description:

This is a timed run that measures heart and vascular system capabilities to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and will help to minimize the risk of cardiovascular problems. **The score for this test is the time in minutes and seconds.**

Preparation:

Prepare for the 1.5 mile run on a gradual basis. Below is 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 should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	Walk	1 Mile	20' - 17'	5/week
2	Walk	1.5 Miles	29' - 25'	5/week
3	Walk	2 Miles	35' - 32'	5/week
4	Walk	2 Miles	30' - 28'	5/week
5	Walk/Jog	2 Miles	27'	5/week
6	Walk/Jog	2 Miles	26'	5/week
7	Walk/Jog	2 Miles	25'	5/week
8	Walk/Jog	2 Miles	24'	4/week
9	Jog	2 Miles	23'	4/week
10	Jog	2 Miles	22'	4/week
11	Jog	2 Miles	21'	4/week
12	Jog	2 Miles	20'	4/week

SECTION 5
PERFORMANCE STANDARDS

The following chart shows the Minimum performance standards for each of the tests that make up the physical agility test:

TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	16.0	15.0	13.8	12.8	18.8	17.8	16.8	16.3
1 Minute Sit Up	37	34	28	23	31	24	19	13
Maximum Bench Press Ratio	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44

VILLAGE OF MORTON ILLINOIS
BOARD OF FIRE AND POLICE COMMISSIONERS

PHYSICAL AGILITY TEST
RELEASE OF ALL LIABILITIES FORM
September 2014 Test Cycle

The undersigned, recognizing that the Physical Agility Test is an integral part of the examination for patrol officer, hereby releases, remises and discharges the Village of Morton Board of Fire and Police Commissioners, Morton Unit School District #709, the Village of Morton, and any their officers, servants, agents and employees of and from any and all claims, demands and liabilities to me and on account of any and all injuries, losses and damages to my person shall have been caused, or may at any time arise as the result of certain police examination conducted by the Village of Morton Board of Fire and Police Commissioners. The intention hereof being to completely, absolutely, and finally release said Board, Morton Unit School District #709, the Village of Morton, and any their officers, servants, agents and employees of and from any and all liability arising wholly or partially from the cause aforesaid.

Date: _____, 2014.

Signature: _____

Printed Name: _____

Witness: _____

VILLAGE OF MORTON ILLINOIS
BOARD OF FIRE AND POLICE COMMISSIONERS

DOCTOR'S RELEASE

A strenuous physical qualifications test (agility test) established by the Illinois Local Government Law Enforcement Officers Training Board will be conducted by a certified physical fitness instructor. The physical fitness of each applicant will be measured by:

1. Threshold Weight
2. Sit and Reach Test
3. 1 minute Sit Up Test
4. 1 Repetition Maximum Bench Press
5. 1.5 Mile Run

"I hereby certify that _____ is physically capable of participating in this strenuous Physical Qualifications Test (Physical Agility Test)."

Signed: _____

Address: _____

_____

Date: _____

TO BE TURNED IN AT THE PHYSICAL AGILITY TESTING FACILITY

This form is **NOT** to be turned in with the completed application. Candidates are required to bring this form with them to the physical agility test. **If you do not present this form at the physical agility test, you will not be allowed to participate in the test, and will be eliminated from the testing process.**

BACKGROUND DATA SHEET
September 2014 Test Cycle

VILLAGE OF MORTON ILLINOIS
BOARD OF FIRE AND POLICE COMMISSIONERS
(This Data Sheet must be returned by September 17, 2014 at 5:00 P.M.)

Full Name (please print)	Social Security Number
Address	Telephone
City State and Zip Code	Email address
Drivers License number and state of issue	Date of Birth

1. Are you currently a police officer?

( ) Yes → What Municipality? _____

( ) No → Have you been an officer within the past 3 years?

( ) Yes

( ) No

2. What is the highest level of education you have completed?

( ) High School

( ) Associate's Degree

( ) 14-16 years of education, no degree

( ) 16+ years, Bachelor's Degree

( ) 17+ years, Graduate School

3. If you have taken college courses, indicate the number of semester hours you have completed as of May 2014. Do not answer this question if you have earned a college degree.

_____

4. Have you completed basic law enforcement training as required by the by the Illinois Law Enforcement Training and Standards Board?

( ) Yes → What Academy? _____

(Attach a copy of your Illinois certificate to this form)

( ) No

Signature	**Date**

(Attach a copy of your driver's license to this form)