

Capital Area Regional Police Testing Consortium
Hiring Process

Dear Applicant,

We are providing this form for you to use as a checklist for complying with the requirements for the Capital Area Regional Police Testing Consortium hiring process.

- Return the completed Preliminary Testing Application and \$40.00 fee no later than 4:00 p.m. Friday, August 19th, 2011.
- Carefully read and review the attached forms.
- A physician signed "Physical Statement Form" and an applicant signed "Informed Consent Form" will be required to be submitted during registration at the time of your scheduled Physical Fitness testing.
- The Physical Fitness Test will be held on Saturday, September 10th and Sunday September 11th, 2011. You will be advised of the location and time of your test by mail, at a later date, following submission of your Preliminary Testing Application and fee.
- All applicants successfully performing all of the physical fitness tests will be advised immediately and will be required to report Saturday, September 17th, 2011 at 2:00 p.m. to the Written Exam. Registration for the Written Exam will be conducted from 1:00 p.m. – 2:00 p.m. No applicants will be admitted after the Written Exam has commenced at 2:00 p.m.
- You will be required to **PRESENT PHOTO IDENTIFICATION** at the time of registration for the Physical Fitness Test and the Written Exam.

All applicants will be notified in writing of their testing status and eligibility. Applicants not passing any phase of the testing elements may reapply for consideration for future testing opportunities.

Any and all inquiries concerning this testing should be made to the department where your application was originally filed.

EQUAL OPPORTUNITY EMPLOYER
*** Women and Minority Applicants Encouraged to Apply***

Capital Area Regional Police Testing Consortium

Police Officer

Preliminary Testing Application

Participating Agencies

Lower Paxton Township Police 425 Prince Street Harrisburg, PA 17112 717-657-5656	Derry Township Police 620 Clearwater Road Hershey, PA 17033 717-534-2202	Highspire Borough Police 640 Eshelman Street Highspire, PA 17034 717-939-3303
Harrisburg International Airport Police 1 Terminal Drive, Suite 101 Middletown, PA 17057 717-948-3501	Hummelstown Borough Police 136 South Hanover Street Hummelstown, PA 17036 717-566-2555	Penbrook Police 150 South 28 th Street, Harrisburg, PA 17103 717-232-3844
Steelton Borough Police 123 N. Front Street Steelton, PA 17113 717-939-9841	Paxtang Borough Police 3423 Derry Street Harrisburg, PA 17111 717-564-4770	Swatara Township Police 599 Eisenhower Blvd. Harrisburg PA 17111 717-564-2550
Lower Swatara Township Police 1499 Spring Garden Drive Middletown PA 17057 717-939-0463	Lower Allen Township Police 2233 Gettysburg Road Camp Hill PA 17011 717-975-7575	Upper Allen Township Police 100 Gettysburg Pike Mechanicsburg PA 17055 717-795-2445
Silver Spring Township Police 6475 Carlisle Pike Mechanicsburg PA 17050 717-697-0607	West Shore Regional Police 510 Herman Avenue Lemoyne PA 17043 717-737-8734	Borough of New Cumberland Police 1120 Market Street New Cumberland PA 17070 717-774-0400
Fairview Township Police 145 Limekiln Road, Suite 600 New Cumberland PA 17070 717-901-5267		

**APPLICATIONS MUST BE SUBMITTED WITH A \$40.00 FEE
 AND BE RECEIVED OR POSTMARKED NO LATER THAN
 4:00 P.M. FRIDAY, August 19th, 2011**

**MAKE CHECK OR MONEY ORDER PAYABLE TO THE:
Capital Region Council of Governments**

(APPLICATIONS AND APPLICATION FEE MAY BE RETURNED TO ANY PARTICIPATING AGENCY LISTED)

PLACE AN (X) NEXT TO EACH DEPARTMENT TO WHICH YOU WISH TO APPLY. ELIGIBILITY WILL BE DETERMINED BASED UPON INDIVIDUAL DEPARTMENT REQUIREMENTS.

IF YOU WISH TO APPLY TO ALL DEPARTMENTS, CHECK HERE

	Lower Paxton Township
	Harrisburg International Airport Police
	Steelton Borough
	Lower Swatara Township
	Silver Spring Township

	Derry Township
	Hummelstown Borough
	Paxtang Borough
	Lower Allen Township
	West Shore Regional
	Fairview Township

	Highspire Borough
	Penbrook Borough
	Swatara Township
	Upper Allen Township
	Borough of New Cumberland

******* PLEASE COMPLETE BOTH FRONT AND BACK OF THIS PRELIMINARY APPLICATION *******

(Type or Print Legibly)

(All questions must be answered)

1.	Name (Last, First, Middle)		
2.	Present Address - (Street Address):		
	(City, State, Zip Code):		
3.	Phone Numbers (include Area Code)	Home:	Work:
4.	E-Mail Address:		
5.	Social Security #:		
6.	Will you be at least 18 years of age on or before September 10 th , 2011?	Yes	No
7.	Will you be at least 20½ years of age on or before September 10 th , 2011?	Yes	No
8.	Will you be at least 21 years of age on or before September 10 th , 2011?	Yes	No
9.	Do you hold a valid driver's license?	State:	Operators License Number:
10.	Are you a U. S. citizen?	Yes	No
11.	Are you a High School Graduate?	Yes	No
12.	If No, to Question 11, do you hold a G.E.D. Certificate?	Yes	No
13.	Do you hold an advanced degree(s)? If so, list:	Yes	No
14.	Do you hold Pennsylvania ACT 120 MPOETC Certification?	Yes	No
15.	Provided with this application are the requirements for Physical Fitness Assessment. I have read the Physical Fitness Assessment and understand I will be required to successfully PASS the requirements in order to continue on to the Written Testing portion of this preliminary eligibility testing process.	Yes	No
16.	Attached to this application are the Essential Elements for the position of Police Officer. Are you able to perform all of the functions of the position of Police Officer?	Yes	No
17.	<i>I hereby attest that all the information set forth on this application is true and correct to the best of my knowledge. I understand that the statements made herein are subject to the penalties of 18 PA Consolidated Statutes Annotated and ss 4904, relating to unsworn falsifications to authorities.</i>		
APPLICANTS SIGNATURE:		DATE:	

EQUAL OPPORTUNITY EMPLOYER

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Capital Area Regional Police Testing Consortium

Physician Statement Form

I, _____, as a physician for

_____, a police applicant wishing to participate in the Police Officer's Physical Fitness Assessment Test sponsored by the Capital Area Regional Police Testing Consortium, do hereby state that the aforementioned individual can safely perform the exercises as described on the reverse side of this form, which I have reviewed.

Print/Type Name of Physician

Date

Signature

PHYSICAL FITNESS TEST

Applicants for the position of "Police Officer" must demonstrate a fitness level which would allow them to perform the essential job functions of a police officer. Applicants must perform each of the following exercises in accordance with the indicated standards. Each exercise will be scored as PASS/FAIL. **If an applicant fails one event, they fail the entire test and will not advance to the written test.** The exercises must be performed in the following order:

1. **Vertical Jump**-Applicant will be provided three attempts to jump as high as possible from a standing position. The standard is **15"**.
 - *2 minute rest*
2. **1 Minute Sit-Ups**-Applicants will have 1 minute to complete **28 sit-ups**. This exercise shall consist of the applicant lying on the floor with the knees bent 90' and feet held in position. The applicant will interlock their fingers behind their head and touch their elbows to their knees without pulling on their neck or raising their hips off of the floor.
 - *5 minute rest*
3. **300 Meter Run**-Applicant will run 300 meters on a level surface within **70.1 seconds**.
 - *5-10 minute rest*
4. **Push-ups**-Applicant will place their hands on the ground, approx. shoulder width apart. Applicant's feet may be up to 12" apart. The body must be in a straight line from shoulders to ankles. **24 correct push-ups** must be preformed to pass this test.
 - *5 minute rest*
5. **1.5 Mile Run**-The applicant will run a level 1.5 mile course within **15 minutes and 55 seconds**.

INFORMED CONSENT FORM

The undersigned hereby gives informed consent to engage in a series of procedures relative to taking a battery of exercise tests, and participating in a variety of physical activities. The purpose of the testing is to determine physical fitness, cardiovascular function, and health status. All exercise testing and physical activity sessions will be monitored. These activities include walking, running, and calisthenic exercises performed in either field or gymnasium settings.

There exists the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include heat related illness, abnormal heartbeats, abnormal blood pressure, and in rare instances, a heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and take appropriate action, including administering CPR and first aid.

I have read this form and understand that there are inherent risks associated with any physical activity and recognize it is my responsibility to provide accurate and complete health/medical history information. Furthermore, it is my responsibility to monitor my individual physical performance during any activity.

I give informed consent for testing data to be obtained to determine my state of physical readiness as it applies to the essential job functions of a Police Officer for the departments represented by the Capital Area Regional Police Testing Consortium.

APPLICANT SIGNATURE

DATE

APPLICANT PRINT NAME

ESSENTIAL DUTIES OF A POLICE OFFICER

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling.
4. Pulling or carrying accident, fire or crime victims.
5. Using physical force to apprehend and subdue arrestees.
6. Withstanding prolonged exposure, as long as 8 hours, to extreme weather conditions.
7. Withstanding prolonged periods of standing or sitting.
8. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accident, crime or suicide.
9. Dealing with domestic disputes.
10. Communicating with employees, tenants, patrons and the traveling public in a professional, courteous manner.
11. Dealing with verbal and physical abuse of the officer including taunts, insults and threats to the officer, family members or fellow police officers.
12. Communicating effectively with individuals suffering from trauma.
13. Operating a motor vehicle for long periods of time.
14. Using firearms effectively and being capable of successfully qualifying with department firearms (rifles, shotguns, handguns.)
15. Completing written reports in a clear, concise manner.
16. Working shifts as assigned.

The standards used in the physical fitness test were derived from law enforcement physical fitness norms that are based on a representative sample of approximately 4000 officers that were stratified (by age and gender) and randomly selected from 40 municipal, state and federal agencies.

The Capital Area Regional Police Testing Consortium has selected the 30th percentile as the standard for passing the test. This means that 70% of the officers who took this test, scored above the standard which we require.

The physical fitness test measures those job-related physical fitness areas that have been shown to be underlying and predictive factors for officer physical abilities to perform the essential physical tasks and functions of the job.

Fitness area measured	Fitness test
Aerobic power	1.5 mile run
Anaerobic power	300 meter run
Upper body muscular endurance	Maximum push ups
Abdominal muscular endurance	1 minute sit ups
Leg power	Vertical jump

Source: Physical Fitness Assessments and Norms for Adults and Law Enforcement, The Cooper Institute, pg 44 and 45.

Capital Area Regional Police Testing Consortium

Applicant Fitness Test

(This is a pass/fail test)

1. **Vertical Jump: (15 inches)** This measures leg power, and consists of measuring how high a person jumps.
2. **One Minute Sit Ups: (28)** This measures abdominal, or trunk, muscular endurance. While lying on his/her back, the participant will be given one (1) minute to do as many bent leg sit ups as possible.
3. **300 Meter Run: (70.1 seconds or less)** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
4. **Maximum Push Ups: (24)** This measures the muscular endurance of the upper body. This component consists of doing as many push ups as possible until muscular failure.
5. **1.5 Mile Run: (15:55 minutes or less)** This measures aerobic power or cardiovascular endurance (stamina over time). For this component you must complete, as fast as possible, a distance of 1.5 miles.

Protocol for Vertical Jump

Purpose

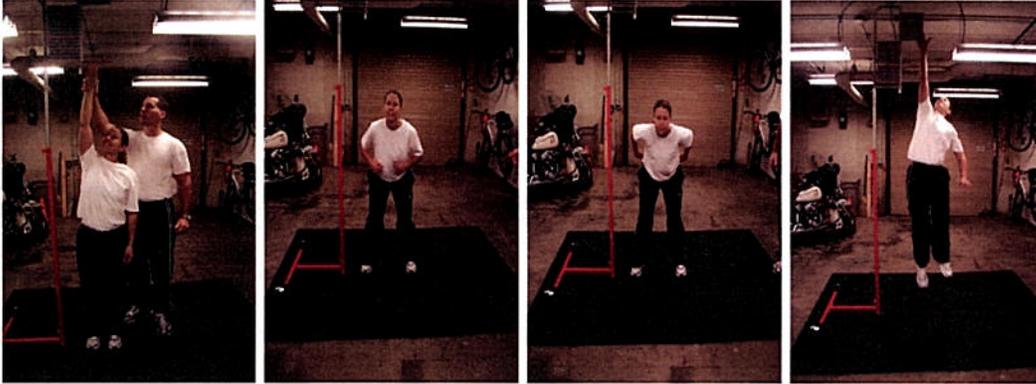
This is a measure of jumping or explosive power.

Equipment

Vertec* Vertical Measuring device, or vertical measuring apparatus.

Procedure

1. Participant stands with one side toward the Vertex, feet together, and reaches up as high as possible to mark his/her standard reach.
2. Participant jumps as high as possible and marks the highest point of the jump. Participant must jump from both feet in a stationary stance. Arms may be pumped and thrust upward.
3. Score is the total inches, to the nearest 1/2 inch, above the standard reach mark.
4. The best of three trials is the recorded score.



How To Prepare For Vertical Jump

You Must Train To Meet The Standards

Training must be specific to the target activity, and therefore each component has a different training routine.

Vertical Jump:

A good way to prepare for this component is to do plyometric training. The basic plyometric exercise routine consists of three exercises: double leg vertical jump, single leg vertical jump and the double leg hop. Perform each exercise with 1 set of 10 repetitions, 3 days a week. Do the repetitions ballistically without stopping. Rest 3 minutes between each set of each exercise.

Double Leg Vertical Jump:

Intensity Level: High

Starting Position: Stand with the feet shoulder-width apart.

Direction of Jump: Vertical

Arm Action: Double arm action

Starting Action: Perform a rapid counter movement and jump as high as possible

Ascent: Thrust arms upward vigorously and reach as high as possible

Descent: When the feet hit the ground, jump again immediately without a stutter step.

Double Leg Hop:

Intensity Level: Medium

Starting Position: Stand with the feet shoulder-width apart.

Direction of Jump: Horizontal, with a vertical component as well

Arm Action: Double arm action

Starting Action: Jump off of both legs and strive for maximum distance

Ascent: Think about “hanging” in the air

Descent: Land in the starting position and immediately repeat the movement

Single Leg Vertical Jump:

Intensity Level: High

Starting Position: Stand with one foot on the ground

Direction of Jump: Vertical

Arm Action: Double arm action

Starting Action: Perform a rapid counter movement and jump as high as possible

Ascent: The arms should be thrust upward vigorously and reach as high as possible

Descent: When the foot hits the ground, immediately jump without a stutter step

(Emphasis should be placed on maximum height and quick, explosive takeoffs. Repeat this exercise with the opposite leg after a brief rest of 15-30 seconds)

Protocol for One Minute Sit-ups

Purpose

This measures abdominal muscular endurance.

Procedure

1. The participant starts by lying on his/her back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly.
3. The participant then performs as many correct sit ups as possible in 1 minute.
4. In the up position, the subject should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit ups. Any resting must be done in the up position.
6. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.



How To Prepare For Sit-ups

1. Determine the number of correct sit ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of sit ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 to 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
7. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

NOTE: If you are unable to do at least 5 reps per set, you will need to modify your routines in order to get in sufficient repetitions to address muscular endurance. You should follow a crunch or curl routine for your abdominals, and also get assistance in designing leg exercises (multi-hip machine or leg lifts) to address the hip flexors. Also, you could use an abdominal machine in a fitness facility using a light enough resistance to get in 15 reps per set for 3 set.

Protocol for 300 Meter Run

Purpose

This is a measure of anaerobic power.

Equipment

400 meter running track, or any measured 300 meter flat surface with sufficient distance to slow to a stop.

Procedure

1. Warm up and stretching should precede testing.
2. Participant runs 300 meters at maximal level of effort. Time used to complete distance is recorded.
3. Participant should walk for 3 - 5 minutes immediately following test to cool down. This is an important safety practice.

How To Prepare For 300 Meter Run

To prepare for this component, it is a good idea to do interval training. The first step is to time yourself for an all-out effort at 110 yards. This is called your initial time, or IT. The second step is to divide your IT by .80 to get your training time. Then follow the schedule below.

Weeks	Distance	Reps	Training Time	Rest Time	Frequency
1 & 2	110 yards	10	IT ÷ .80	2 min.	1/week
3 & 4	110 yards	10	IT ÷ .80 minus 2-3 seconds	2 min.	1/week
5 & 6	110 yards	10	IT ÷ .80 minus 5-6 seconds	2 min.	1/week
7 & 8	220 yards	8	IT ÷ .80 x 2	2 min.	1/week
9 & 10	220 yards	8	IT ÷ .80 x 2 minus 4 seconds	2 min.	2/week

Protocol for Maximum Push-ups

Purpose

This measures muscular endurance of the upper body (anterior deltoid, pectorals major, triceps).

Procedure

1. The hands are placed shoulder width apart, with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. No time limit.



How To Prepare For Push-ups

1. Determine the maximum number of correct push ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of push ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 to 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
8. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

NOTE: If you are unable to do at least 5 reps per set, then you will have to adjust the above calculations on modified push ups (from the knees) in order to keep the number of reps high enough to address muscular endurance. You should also get assistance in designing a strength routine using selectorized machines including chest, arms and trunk exercises.

Protocol for 1.5 Mile Run

Purpose

The 1.5 mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

Equipment

1. Stopwatch
2. Indoor or outdoor track or another suitable flat running area measured to 1.5 miles
3. Testing forms to record data

Procedure

1. Participants should not eat a heavy meal or smoke for at least 2 - 3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).

How To Prepare For 1.5 Mile Run

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. Begin at the level you can accommodate, and 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 do so.

Week	Activity	Distance in Miles	Duration in Minutes	Times per Week
1	Walk	1	17 - 20	5
2	Walk	1.5	25 - 29	5
3	Walk	2	32 - 35	5
4	Walk/Jog	2	28 - 30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	5
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4