

# WEST PALM BEACH POLICE DEPARTMENT

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## I-6 RECRUITMENT AND SELECTION

**EFFECTIVE: 11/30/2007**

CALEA Standards: 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.3.4, 32.1.1

32.1.2, 32.1.3, 32.1.5, 32.1.6, 32.2.1, 32.2.2, 32.2.3, 32.2.4, 32.2.5, 32.2.6, 32.2.7, 32.2.8, 32.2.9, 32.2.10

CFA Standards: 12.01 through 13.13

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**I. POLICY:** The West Palm Beach Police Department actively recruits quality applicants in accordance with the guidelines set forth in the Equal Employment Opportunity Plan to develop a work force that has ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available work force in the law enforcement agency's service community. Recruitment of quality personnel is the first step toward an efficient and effective police department. We will identify and select the most qualified candidates.

The purpose of the selection process is to facilitate the appointment of the best qualified candidate while remaining cognizant of the Equal Employment Opportunity Plan's goals and policies. A fair selection process identifies the skills, knowledge and abilities necessary for those candidates seeking law enforcement careers.

### **II. DEFINITIONS:**

A. Equal Employment Opportunity - The Government of the City of West Palm Beach exists to serve equally all the people of the City without regard to race, color, religion, national origin, age, disability, family status, marital status, or sexual orientation.

B. Recruitment Plan - A written plan outlining methods to be utilized for recruiting, hiring, and maintaining qualified candidates.

C. Selection Process - Candidates must successfully complete a multiple hurdle selection process. The components and procedures leading to the final employment decision include, but are not limited to, minimum qualifications (education, experience, physical attributes, citizenship, residency, etc.), physical fitness assessment, oral exams, interviews, background investigations, medical exams, Computer Voice Stress Analysis tests, police academy ratings, probationary period ratings, psychological evaluations, veteran's preference, cut-off scores, and ranking procedures.

D. Minimum Adverse Impact - The use of selection components or procedures among all those available to reduce any unfavorable effect to the greatest extent possible consistent with validity.

E. Utility/Usefulness - An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

F. Validity - Proof through statistical data that a given component of the selection process is job related, either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

### **III. RECRUITMENT RESPONSIBILITY:**

A. The Police Department and the Human Resources Department work together to develop and implement the recruitment plan for candidates for the position of police officer.

1. The City of West Palm Beach Police Department Equal Employment Opportunity Plan includes:

- a. An analysis of the work force;
- b. Objectives based on the E.E.O.P. utilization analysis;
- c. Key activity timetables;
- d. Periodic evaluations; and
- e. Procedures to correct inequities.

2. An "Equal Opportunity Employer" will be boldly indicated and advertised on all employment applications and recruitment advertisements.

B. The responsibility for recruiting for the position of sworn police officer is assigned to the Staff Services Division Commander or designee who will ensure the following comprehensive recruitment objectives are met;

1. To attract qualified applicants in sufficient numbers so the department's actual strength does not fall below 90% of the authorized budgeted strength.
2. As a measure of the quality of applicants being recruited, it will be an objective of recruitment that of the total number of applicants undergoing the selection process, not less than 25% satisfactorily complete the process and become eligible for probationary employment.
3. Increases in authorized or budgeted strength will be anticipated and an adequate pool of applicants will be available to begin the selection process within (10) working days of authorized, budgeted strength increases.

C. The responsibility for recruiting applicants for non-sworn positions rests with the Human Resources Department.

D. Prior to recruiting any applicants for the position of sworn police officer, members assigned to recruiting activities will be familiar with knowledge in personnel matters the "City of West Palm Beach Equal Employment Opportunity Plan" as it affects the management and operations of the agency and receive training in related personnel matters which may include, but not be limited to:

1. Department recruitment needs (current and projected).
2. Organization, operation, and philosophy of the Department.
3. Department career opportunities, salaries, benefits, training, and job diversification.
4. The selection process (testing procedures, background checks, etc).
5. The duties and qualifications required of candidates, as well as disqualifying characteristics.
6. Medical and retirement system benefits.

**IV. RECRUITMENT PROCESS:**

A. The recruitment process for Police Officers will be open to ensure a continuous list of eligible applicants for current and future Department positions.

B. The Police Department will recruit for entry level Police Officer positions at:

1. Various community college law enforcement academies throughout the state.
2. Community colleges and state universities having criminal justice curriculums.
3. Mailing or providing "Employment Opportunity" announcements for the position of Police Officer to anyone who meets the minimum qualifications.

C. The Police Department's role in the development and implementation of the recruitment program is to:

1. Provide applicants with applications and recruitment literature;
2. Solicit cooperation and assistance in recruiting from other law enforcement agencies, educational institutions, community service organizations, and community leaders.

D. The Human Resources Department coordinates and/or initiates all announcements or advertisements of entry level vacancies through radio stations and newspaper advertisements and all community based agencies and organizations at specified dates determined by the Police Department and Human Resources Departments.

1. Announcements and/or advertisements are provided in locales where scheduled recruitment or career day programs are to be conducted.

**V. JOB ANALYSIS IN RECRUITMENT PROCESS:**

A. To ensure job relatedness, recruitment efforts will be based on the nature of the job to be performed. Job task analyses have been completed by the Human Resources Department in conjunction with the Staff Services Division to assess all sworn positions in the Department in relation to skills, knowledge, abilities, experience, and training required to perform the job tasks.

B. Copies of the job task analyses are maintained in the Staff Services Division.

**VI. APPLICATION PROCESS:**

A. The City of West Palm Beach will post the Department's job announcements for sworn members. The Department's job announcements and recruitment notices for sworn personnel include the following:

1. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;
2. Advertise entry-level job vacancies through electronic, print, or other media;
3. Advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements; and
4. Advertise official application filing deadlines.

B. All applications for police officer received by this Department will be reviewed by Staff Services Division to determine if the candidate meets the minimum qualifications.

1. When the candidate meets the minimum qualifications, he or she will be notified of the next step in the selection process.
2. When the candidate fails to meet the minimum qualifications, he or she will be notified in person or by mail.

C. Applications for non-sworn positions are handled in the Human Resources Department.

**VII. SELECTION PROCESS RESPONSIBILITY:**

A. The Chief of Police or a designee and the Human Resources Department will have a shared responsibility in the selection process for candidates seeking employment in entry-level positions in the Police Department.

B. The authority and responsibility for administering the Police Department's selection process will be delegated to the Staff Services Division Commander.

C. The Staff Services Division Commander coordinates the selection process through the Sergeant in charge of applicant processing.

D. The applicant processing Sergeant or designee will initiate and/or participate in the following components of the Department's selection process including, but not limited to:

1. Liaison with the Human Resources Department;

2. Coordinate the processing of persons making application for employment;
  3. Schedule and administer the physical abilities test;
  4. Schedule and administer the oral interview;
  5. Schedule and initiate the voice stress analysis exams;
  6. Conduct the background investigations;
  7. Schedule the psychological exams;
  8. Schedule the medical exams, to include drug and alcohol screening; and
  9. Maintain file data on the selection process of each candidate making application for employment.
- E. The applicant processing Sergeant or designee will evaluate and keep on file the following:
1. Civil Service Rules and Regulations governing the selection process;
  2. A record of the status and final disposition of applicants making application;
  3. Applications and other recruitment literature for walk-in and referral candidates;
  4. An outline and/or manual by classification of the selection process as outlined by the Police and Human Resources Departments; and
  5. Copies of background investigation supplementary materials.
- F. Whenever possible, the Staff Services Division Commander or a designee will make every effort to include qualified members of varied genders, races, and ethnic backgrounds as assessors in the selection process.
1. Those members qualifying to participate in the selection process will receive appropriate training prior to assignment to any part of the selection process.
  2. Training and/or orientation to the selection process may be provided by the Police Department and/or the Human Resources Department.
- G. The selection process will be screened by the Police Department. Such screening will ensure that components in the selection process are documented as having validity, utility, and minimum adverse impact. All elements of the selection process for sworn personnel use only those rating criteria or minimum qualifications that are job related. Additionally, all elements of the selection process will be screened for uniformity in administration, scoring, and interpretation.
1. All tests utilized will meet criteria established by regulations, case law, and other relevant means.
  2. Tests and scoring criteria used will be maintained by the Human Resources Department.
  3. All information having relevance to the oral interview will be securely maintained in the Human Resources Department.
- H. All components of the selection process will be evaluated annually.
1. This evaluation will determine what areas are outdated or in need of modification due to case law or other such means.

2. The evaluation will be conducted by the Staff Services Division Commander or a designee in conjunction with the Human Resources Department.

**VIII. SELECTION PROCESS VALIDATION:**

A. Validation allows for proof that components in the selection process are job related, backed by statistical data, and that sufficient prediction can be made as to the candidate's job performance by detecting important aspects of the work behavior related to the position. Validation is the responsibility of the Human Resources Department.

B. If outside organizations or individuals are contracted to perform any part of the selection process, the Chief of Police or his designee, in conjunction with the Human Resources Director, will ensure that such organizations or individuals meet or surpass the recognized standards and that all such test components meet the legal requirements of validity, utility, and minimum adverse impact.

**IX. ADVERSE IMPACT:**

A. This Department will work with the Human Resources Department to ensure fairness and eliminate any possibility of potential bias from entering into the selection process by monitoring each element of the process for adverse impact.

B. Adverse impact is a substantially different rate of selection (generally less than 80%) that works to the disadvantage of members of a race, sex, or ethnic group.

C. When computing and interpreting adverse impact data, the "80%" rule will be used. Briefly stated, this means when any group (i.e., racial, ethnic, or gender) has a success ratio of less than 80% of the success rate of the most successful group, that phase of the process causing the discrepancy must be closely examined and modified to minimize its impact as much as possible.

D. All records and data used to monitor adverse impact will be maintained on file by the Human Resources Department.

1. The results of any monitoring efforts will be jointly reviewed and interpreted by the Police and Human Resources Department.

**X. OCCUPATIONAL QUALIFICATIONS:**

A. All candidates, at the time of employment, must be a minimum of 21 years of age and meet the minimum requirements mandated by the State.

B. All physical and age qualifications for candidates seeking entry level sworn positions will be valid, useful and non-discriminating.

C. Other qualifications may include, but not be limited to:

1. High school diploma or State of Florida acceptable G.E.D.;
2. 30 college credits and/or two (2) years of Military experience;
3. Meet medical requirements;
4. U.S. citizenship;
5. Have valid Florida Driver License;
6. No conviction as an adult for any felony or for a misdemeanor involving perjury, false statement, moral turpitude or domestic violence;

7. No use of any illegal substance or medication, not prescribed to you by a licensed physician, within **two** years of application.

D. All supplemental information completed with regard to the above will be confidential and stored in a safe and secure place.

1. The Human Resources Department will maintain the original application and the applicant processing Sergeant will maintain the original Personal History Questionnaire and a copy of the application at the Police Department.

2. The applicant processing Sergeant or designee will maintain all original application supplements at the Police Department and place them in the candidate's designated file in a safe and secure place.

#### **XI. SELECTION PROCESS MATERIALS:**

A. All selection materials in the physical possession of the Police Department will be stored in a safe and secure area.

B. The applicant processing Sergeant or designee is responsible for maintenance and security of the files.

C. When selection materials are disposed of, the manner of disposal will be the same as classified documents and in accordance with state records law.

1. Destruction of such materials is the responsibility of the applicant processing Sergeant.

D. Reports of destruction will be filed with the Human Resources Department and the Records Division of the Police Department.

#### **XII. APPLICATION PROCESSING:**

A. All elements of the selection process for sworn personnel be administered, scored, evaluated, and interpreted in a uniform manner

B. All applications received by this Department will be forwarded with all pertinent information to the Human Resources Department.

1. Any application received containing omissions and/or deficiencies will be returned to the applicant for corrections prior to entering the testing or interview process.

2. Applicants will be scheduled for the next process following acceptance of the completed application depending upon vacancies.

3. Accepted applications are valid to enter the testing process for one (1) year from the date submitted. If no testing process is conducted or the applicant voluntarily does not enter a process during the year, the applicant must complete a new application.

4. Through the applicant processing Sergeant or a designee, the Department maintains regular contact by phone or mail with applicants from initial application to final employment decision.

C. Candidates must attain a passing score on each portion of the selection process in order to advance to the next step in the process. The steps are:

1. CJBAT testing (College graduates are exempt);

2. Preliminary background check;

3. Voice stress analysis examination;

4. One-on-one investigator/applicant interview;

5. Background Investigation;
6. Oral Interview;
  - a. a conditional offer is given applicant upon successful interview
7. Psychological Evaluation
8. Medical Examination/Drug and Alcohol Testing.
  - a. CJBat Testing - Required to have completed before the oral interview.
  - b. The Sergeant or designee will conduct a preliminary background of the applicant to include:
    1. Drivers License check
    2. FCIC/NCIC check
    3. PALMS check
  - c. If the applicant passes the preliminary background, the applicants file will be sent for scheduling of voice stress analysis exam. A Department member who is certified as a voice stress analyzer operator will conduct the voice stress analysis exam. The scheduling of the test will be set up by the Commander of the Criminal Investigations Division.
  - d. When the applicant completes the voice stress analysis exam the file will be returned to the Background Investigator. Once the Background Investigator reviews the file he will set up a one-on-one interview with the applicant.
  - e. The one-on-one interview between the Background Investigator and the applicant will be conducted to clarify any questions the investigator may have about the information on the application. This will also be the time when the investigator can brief the applicant on the entire hiring process and also be able to get a better understanding of the applicant.
  - f. Once the one-on-one interview is completed an in depth background investigation will begin. The background investigation will consist of the following:
    1. Personal Background
    2. Educational Background
    3. Employment Background
    4. Military Background (if needed)
    5. Driving History
    6. Financial History
    7. Criminal History
    8. Character References
    9. Neighborhood Canvass
    10. Investigators closing comments
  - g. If the applicant successfully completes the background investigation section of the hiring process they will proceed to the Oral Interview. Based on the overall opinion of the board the applicant may

pass or fail the interview. If the applicant fails the oral interview the applicant may reapply after one (1) year. If the applicant passes the oral interview they may be given a conditional offer of employment.  
h. A conditional offer of employment is a promise to hire only if the applicant passes the final two (2) stages of the hiring process. The final two (2) stages of the hiring process are:

1. Psychological Testing
2. Physical / drug and alcohol screening

At some point during the testing process a physical abilities test will be administered depending on the number of applicants to be tested.

D. All candidates will be notified of the selection process and information about physical abilities testing by mail or via telephone by the applicant processing Sergeant or designee.

E. The applicant processing Sergeant or designee will inform all candidates meeting minimum requirements of the following via telephone to include, but not be limited to:

1. Dates, times, and locations;
2. Information on the remaining selection components (voice stress analysis examination, oral interview, psychological examination, background investigation, medical examination, etc.);
3. Information regarding duration of process;
4. Information relevant to what criteria might disqualify a candidate.

F. All components of the selection process must be successfully completed or satisfied prior to appointment to probationary status.

G. All candidates must obtain certification as a police officer through the Criminal Justice Standards and Training Commission in the State of Florida within the allotted time required by the State.

H. Candidates who fail any specific area in the selection process will be immediately notified by the applicant processing Sergeant or designee.

I. Results of components of the selection process of candidates not selected will be maintained by the applicant processing Sergeant in a safe and secure place.

**XIII. PHYSICAL ABILITIES TEST:**

- A. The physical abilities testing will be valid, useful, and non-discriminatory.
- B. Task analysis will be utilized to determine the frequency and types of physical activities that are performed by police officers.
- C. The physical fitness/abilities test that the candidates must successfully complete consists of the following:
  1. Physical Abilities- See Appendix A.
  2. Swimming Proficiency- See Appendix A.
- D. All candidates will sign a waiver agreement voluntarily consenting to engage in the physical abilities and swimming proficiency tests.

**XIV. VOICE STRESS ANALYSIS EXAMINATIONS:**

- A. As a condition of employment, all candidates will be administered a voice stress analysis examination.

1. Voice stress analysis examinations for hiring purposes will be administered by examiners who are trained and certified in the use of voice stress analysis instruments and skilled in the evaluation of data resulting from the examination.

a. The detective bureau will maintain a file which supports the examiner=s training and credentials in the use of the voice stress analyzer.

2. Results of the voice stress analysis examination will not be the sole determinant for hire.

B. The applicant processing Sergeant or designee will coordinate the voice stress analysis scheduling with the examiner.

C. No voice stress analysis examination will be administered unless the candidate gives his or her informed consent in writing, and only after signing a notarized release of liability which will be kept on file by the examiner, with the knowledge of the applicant processing Sergeant or a designee.

D. Prior to the voice stress analysis examination, the examiner will provide each candidate with a list of relevant questions to be asked.

E. Sufficient time will be allowed for the candidate to ask questions or clear up any misunderstandings about what will be asked.

F. Results of the voice stress analysis examinations will be confidential and will be filed with the examiner in a safe and secure place.

#### **XV. BACKGROUND INVESTIGATION:**

A. The applicant processing Sergeant will initiate and/or conduct the background investigation.

1. Whenever circumstances dictate, the applicant processing Sergeant, through the Staff Services Commander, may request additional trained personnel to assist in background investigations.

2. Personnel assigned to background investigations will be trained in collecting required information, such as the use of FCIC, NCIC or PALMS computers.

a. Such training may be received through a designated course at the local community college, the Training Unit or other identified resources.

b. The training should stress confidentiality, effective interviewing techniques, liability and waiver requirements, and documentation.

3. All background investigations will be conducted by police personnel only and through the use of phone, mail, computer, and/or if possible, in person.

B. The background investigation will verify the following:

1. Birth certificate or proof of U.S. citizenship;

2. Social security card;

3. Diploma and/or transcripts certifying credits or degree;

4. Driver license check;

5. A review of any criminal record through FCIC, NCIC, and PALMS;

6. Fingerprint checks on state and national levels;

7. Past and present employment check;

8. Verification with at least three (3) personal references;
9. Voice stress analysis report;
10. Psychological evaluation report;
11. Medical report and drug and alcohol test; and
12. Military Form DD 214, if a veteran.
13. Verification of qualifying credentials.

C. A report on each candidate investigated will be filed with the applicant processing Sergeant in a safe and secure place.

1. The results and records of background investigations will be kept on file for the period of time prescribed by F.S.S.

**XVI. ORAL INTERVIEW:**

A. During the oral interview, questions asked of candidates are structured, consistent, and valid. The rating scales used will be uniform, applied consistently and impartially.

B. All questions used will receive prior review by the Human Resources Department.

C. Those candidates who successfully pass the oral interview will be invited to continue in the remaining components of the selection process.

**XVII. PSYCHOLOGICAL EVALUATION:**

A. All candidates passing the oral interview will be subject to a psychological evaluation.

B. The evaluation is designed to screen the candidates for emotional stability, maturity, and the ability to function under stressful conditions.

C. Psychological evaluations are to be conducted using valid, useful, and non-discriminating procedures by licensed professionals who are experienced with law enforcement officers.

D. Upon completion of the evaluation, a written evaluation report is received by the applicant processing Sergeant who will review for acceptability, unacceptability, or marginal results.

E. Results of psychological evaluations are maintained by the Staff Services Division Commander in a safe and secure place.

**XVIII. MEDICAL EXAMINATION/DRUG AND ALCOHOL TESTING:**

A. All candidates, after a conditional offer of employment, will receive a medical examination and drug and alcohol screening test by a licensed physician as mandated by State standards.

B. The examination is designed to reveal any medical conditions that would adversely affect the candidate's ability to perform the essential duties of a sworn police officer and to indicate any use of banned substances by the candidate.

C. the Sergeant in charge of applicant processing or designee will coordinate the medical examination and drug and alcohol screening with the City Occupational Health and Safety Office.

D. All medical reports are the permanent records of the City of West Palm Beach. Copies of such reports are received by the Police Department for review and placed in the candidate's file.

**XIX. REAPPLICATION/RETESTING PROCESS:**

A. Applications are valid for one (1) year after completion of the selection process or until the candidate is disqualified from the process.

1. Candidates who complete the process must reapply after the expiration of any application.
2. Candidates disqualified in the process must wait one (1) year from the date of disqualification to reapply.

B. Any candidate who does not successfully complete the physical abilities test may be retested at the next available test date after 30 days.

1. Failure to successfully complete the physical abilities retest will disqualify the candidate.

**XX. APPOINTMENT/PROBATION:**

A. After satisfying all qualifications and selection criteria, all candidates will be eligible to be hired as provisional/probationary members.

B. All newly hired provisional/probationary officers will complete all requirements (i.e., firearms training, criminal laws of arrests, search & seizure, etc) of the basic recruit police academy and successfully complete the State certification test for Police Officers as mandated by C.J.S.T.C. prior to assignment in any capacity which involves carrying a firearm or making an arrest.

C. When a member successfully completes the recruit academy, is sworn by taking the oath of office, and completes the Field Training Program, the member will begin a one year probationary appointment as governed by the current applicable collective bargaining agreement.

**XXI. PROBATIONARY EVALUATION:**

A. The performance of newly appointed officers hired on probationary status will be monitored and evaluated during the following times:

1. on a daily basis during the Field Training Program (FTO).
2. Upon completion of the prescribed FTO Program, the officer will be recommended for either permanent appointment or have the field training period extended.
  - a. Termination of probationary officers during the Field Training Program may occur at any time based on the recommendations of the field training officers.
  - b. FTO Sergeants will complete a performance evaluation (POL-350) on each probationary officer upon release from the FTO program.
3. Performance evaluations will then be accomplished quarterly by the assigned supervisor until the member completes the probationary period.
4. Thereafter, all officers will be evaluated annually on their employment anniversary date. This will be maintained as part of their personnel file.

**XXII. CONTESTING PROBATIONARY EVALUATION:**

A. Probationary officers who disagree with their evaluations may:

1. Submit written comments and the contested evaluation to the FTO Sergeant for review.
2. The FTO Sergeant will make recommendations as to the resolution of the matter.

3. If the resolution of the matter is disputed by the probationary officer, the officer will make arrangements through the FTO Sergeant=s Lieutenant to meet with the Captain of the appropriate District.
4. All pertinent information will be forwarded to the Chief of Police, who will have final authority over contested evaluations.

**XXIII. PROBATION EXTENSION:**

- A. Whenever circumstances dictate, extensions of probationary periods will be properly documented with specific reason(s) on the Employee Performance Review form and submitted to Human Resources via the Staff Services Division of the Police Department.
- B. A completed member review form requesting an extension must be received by Human Resources for Civil Service consideration no later than the end of the last work day of the probation period for the member in question.
- C. An extension no longer than 90 days may be requested for the member in question.
- D. Notification of the extension and a copy of the requested extension will be provided to the member in question before the actual date the probationary period was to end.

**XXIV. PROBATIONARY PERIOD AFTER HAVING ATTAINED PERMANENT CIVIL SERVICE STATUS:**

- A. Any member who fails to complete the probationary period following a promotional appointment because of failure to meet the required work standards will be reinstated in the position, class and pay rate from which he/she was promoted.

**XXV. DISPOSITION OF RECORDS:**

- A. Records of candidates' application who are not selected must be maintained by the West Palm Beach Police Department for a period of two (2) years before destruction, unless otherwise directed by Civil Service Rules and Regulations or State records law.
- B. Records of candidates who are selected will be maintained by the West Palm Beach Police Department for the period of time prescribed in F.S.S.

**XXVI. REFERENCE:**

- FSS Ch.119 Public Records.
- FSS 943.13 Officers minimum qualifications for employment or appointment.
- City of West Palm Beach Police Department Equal Employment Opportunity Plan.
- Civil Service Rules and Regulations.
- SOP IV-23 Voice Stress Analyzer

**Delsa R. Bush, Chief of Police**

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Revision Dates: 08/01/99, 12/01/1999, 4/15/2002, 11/10/2002, 01/01/2005, 09/15/2005, 02/14/2007. 11/30/2007

Job Title Task Files: Staff Services Commander, Applicant Processing Sergeant

**Appendix A**

A. The physical abilities test consists of the following:

1. Exiting a car and entering the trunk area to retrieve items;
2. 220 yard run;
3. An obstacle course to include stepping over objects, crawling under objects, running around objects, climbing over objects, a dummy drag involving a 145lb. mannequin;
4. Repeat the obstacle course, repeat the 220 yard run, weapon fire with both the dominant and non-dominant hand, re-enter the trunk area and re-enter the car.

B. Swimming Proficiency:

1. Dive from the side of the pool into the water;
2. Hold breath under water for 30 seconds;
3. Surface dive from side of pool and recover 5 lb. object from bottom;
4. 100 yard non-stop swim;
5. Swim 45 feet under water;
6. Elementary backstroke for 1 minute; and
7. Tread water for five (5) minutes.