

City of Ashland Police Officer Lateral Transfer Civil Service Exam Information

Testing process

The testing process will consist of two parts, a qualification test (determined by reviewing the application packet and conducting a thorough background check) and a physical ability test. The following information is provided to assist you in preparation for the testing process.

Written testing

Application packets will be reviewed by the hiring team when it is determined that an open position will be filled by lateral transfers.

Physical ability testing

The Ability test is used to test muscular strength, endurance and coordination, as it relates to the ability to perform the work of a police officer. The ability test shall be graded in a consistent manner for all applicants.

The physical ability test was developed following an in-depth task analysis of the daily responsibilities and functions a Police Officer may perform. This analysis was conducted to identify those physical tasks that are part of an officer's duties. This analysis identified the tasks that are frequently performed and are critical in importance. The inability to perform some of these tasks could result in injury or death to the officer or another person. The ability test has been designed and verified to simulate the basic functions required of a Police Officer.

The ability test used is outlined below. Please read the information carefully.

Applicants will wear the following during testing:

- A. *Supplied by the candidate:* Sport shoes are recommended. Pants with belt loops and a belt are required since a utility belt and police equipment will be worn during the test. Sweatpants and shorts are not allowed. A belt is required because the police utility belt needs to be attached to it.
- B. *Supplied by the Division:* Utility belt equipped with handcuffs, a can of pepper spray, radio and holder, gun in holster, and magazine pouch with 2 fully loaded magazines.

Events

Candidates must complete the testing in the exact sequence listed and explained below.

- A. *Patrol Car:* Wearing a police utility belt and the equipment listed above, you will sit in the driver's seat in a patrol car with the doors closed and the windows rolled down and await further instructions.
- B. *Physical description:* A test monitor will give you a verbal instruction to pursue a fleeing felony suspect by providing a description of what the suspect is wearing (for example, a baseball cap and red t-shirt). The test monitor will provide two pieces of descriptive information. Finally, the test monitor will inform you to "**Begin.**" At this time, you will begin the subsequent events.
- C. *Run:* You will get out of the car and begin the run which is a total of 130 yards. The stop watch will be engaged once the car door opens. It does not matter if you close the car door or not.
- D. *Fence climb:* At some point approximately mid-way through the 130 yards, you will encounter and climb over a 6 foot high chain link fence. You must climb over the fence. You will not be allowed to go around the fence.
- E. *Crawl under tables:* On the other side of the fence there will be two standard size office folding tables placed next to each other under which you must crawl.
- F. *Climb through window:* After you crawl under the tables, the run continues to a 30 inch x 30 inch opening which is 50 inches off of the ground. You must climb through this opening.
- G. *Suspect identification:* After climbing through the window, you will encounter four numbered mannequins, each dressed differently. You will identify the proper suspect by shouting out the correct number (one through four). You will then run to another chair where a dummy is seated.
- H. *Suspect move:* Upon encountering the seated, 160 pound dummy, you will move the dummy from the chair to a designated line 10 feet away from the chair. Timing of the events will stop when the entire dummy passes over the line. The dummy must be completely over the line before timing ends.

Criteria for passing the exam

- A. Candidates must complete all events in a validated minimum standard of 60 seconds or less.
- B. Candidates must complete all events at the minimum standard of time or less **and** in the required sequence or they fail the examination.
- C. Candidates must correctly identify the suspect.

- D. Upon completion of the test, candidates will be told their times and will be informed whether they passed or failed.

The physical ability test is a **pass/fail** exam.

Placement on the civil service eligibility list for Police Officer

- Those candidates passing both portions of the testing process will be placed on the eligibility list.
- If a candidate fails either or both portions of the testing process, he/she will not be placed on the eligibility list.
- Candidates who have applied for military credit will have that credit added to their score before placement on the eligibility list
- The eligibility list will be valid for two year after the application packet is submitted to Human Resources.
- Per Civil Service rule 5.4, there are reasons for removal of a candidate's name from the eligibility list (see attached).
- The Mayor of the City of Ashland is the appointing authority for all City personnel. After a complete background investigation is conducted by officers of the Police Division, a recommendation will be made to the Mayor for appointment to fill a vacant position. The Mayor has final authority to fill a vacant position.