
City of Tulsa Job-Simulation Physical-Ability Test



Administration Guide

Developed by I/O Solutions, Inc.



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Introduction

This *Administration Guide* has been developed to introduce you to the Tulsa Police Department (TPD) Physical-Ability Test. The test consists of a series of tasks designed to assess important physical abilities necessary for effective job performance as a Tulsa police officer. These tasks were developed to mirror real situations that officers might encounter on the job.

In developing the physical-ability test, a group of experts from the TPD identified many of the tasks essential to the performance of the job of a police officer. Job analysis questionnaire data was also collected from incumbent officers, which provided the background information necessary to develop this job-related physical-ability test. Based on this process, a test has been constructed that simulates pursuing and subduing a suspect. The test consists of a series of obstacles and stations that must be completed in one continuous series of timed events. A strict pass/fail standard will be imposed, so the candidate's goal is to complete all elements of the test at or below the maximum time limit. The pass-point, or cut-off score, is based on the minimally acceptable performance level for officers within the Tulsa Police Department. **Only those candidates who pass this physical-ability test will be eligible for continued consideration in the selection process.** The cut-off score for the test is three minutes and twenty-four seconds (3:24).

Your job, as the physical-ability test administrator, will be to guide individual candidates through the PAT course. You will essentially lead each candidate from station to station and monitor him/her to ensure that all rules governing each test component are followed. You will also be charged with recording the candidate's total time on the course.

Objectives of the Administration Guide

There are several objectives that we would like to accomplish with the use of this *Administration Guide*. They are outlined for you below.

1. To inform you of the rules governing the physical-ability test process.

This guide will provide you with information about what is expected of applicants and what they should expect of the testing process. Because you are a test administrator, it is important that you be aware of these rules so that you are better able to perform your job.

2. To help you become acquainted with the types of tasks included in the physical-ability test.

This *Administration Guide* will provide you with a better understanding of the nature and format of the components that compose the TPD Physical-Ability Test. The test is designed to be a measure of an applicant's job-related physical ability. Applicants will be tested on nine distinct physical-ability test components.

3. To outline administrator responsibilities for the physical-ability test.

The administrators' responsibilities for the physical-ability test are to time the test, observe candidate safety and physical signs of distress, and to guide candidates to their next event. In detail, we will outline what is expected of an administrator in each specific component.

4. To provide you with a list of signs and symptoms of candidate distress.

Throughout the testing process, administrators must watch candidates for signs that they are in physical distress. If these signs are seen, it is important that the candidate be stopped and monitored by an on-scene paramedic.

The test administrator has the most critical role on the PAT course. It is up to you to ensure that each candidate is treated fairly and that the testing process runs smoothly.

Important Information about the Test

The physical-ability test consists of a series of events designed to simulate such police-related activities as pursuing and subduing a suspect. The following points should help you to familiarize yourself with what will take place on the day of the physical-ability test.

- Applicants must wear a weighted vest that simulates the weight of a standard issue duty belt. This equipment will be supplied to the applicants at the test site. Applicants should wear athletic shoes, and it is recommended that they wear long pants for safety.
- Timing of the testing components is to begin at the starting line. All testing components must be completed in a series. There are no breaks between timed events. Timing ends with the final event completion (handcuffing simulation).
- During the sequence of timed events, applicants will be permitted to run, walk or rest between testing stations if they choose to do so. The clock will continue to run until the candidate completes the final component.
- Prior to the actual examination, a test administrator will give an orientation and walk-through to all candidates. During the walk-through, applicants will not be permitted to touch any of the equipment. Applicants will be given a demonstration of each of the test components. The candidates may ask questions about the administrative guidelines governing each event.
- Two test administrators will time candidates as they proceed through the test stations, but only one administrator should follow and guide the candidate throughout the course.
- The physical-ability test is timed from beginning to end and must be completed at or under **three minutes and 24 seconds**.

Test Description

The *Tulsa Police Department Physical-Ability Test* is designed to simulate pursuing and subduing a suspect. A series of obstacles and tasks have been assembled to create a comprehensive assessment of the physical abilities necessary to perform the essential job tasks related with the pursuit and subduing of a suspect. The pursuit portion of the test consists of the following tasks:

- Running
- Ducking under an obstacle
- Weaving around obstacles
- Climbing up and down approximately two stories of stairs
- Climbing a six-foot wooden privacy fence
- Climbing a four-foot chain-link fence

The subduing portion of the test consists of the following tasks:

- Dragging a 165-pound, human-form dummy for a distance of 25 feet (simulates forcibly moving a suspect)
- Pulling a weighted bag down to the ground two consecutive times (simulates forcibly overcoming or controlling a suspect)
- Grasping and pulling together two bars of an exercise machine that provide resistance (simulates grabbing and bringing together the hands of a suspect to facilitate handcuffing)

All pursuit and subduing components will be timed continuously. Prior to beginning the test, candidates will need to put on a 10-pound weighted vest to simulate the weight of a standard-issue duty belt (i.e., the belt worn by officers to carry the handgun, handcuffs, etc.).

The test has been constructed in an indoor gymnasium. The total length of the course from start to finish is 915 feet or 305 yards. A course diagram has been included at the

end of this guide to allow you to follow along as the course is discussed. Throughout the course candidates will be running successive laps around the perimeter of the gymnasium. There is orange tape on the floor of the gym to guide candidates as they work their way through the course. After the first lap, candidates will cut into the center portion of the gymnasium to complete the first of three specific tasks located in the center of the gym. The first component is the six-foot wooden fence, followed by the four-foot chain-linked fence and then the dummy drag. Each component will be completed individually, and then candidates will exit the center of the gym, run a partial lap around the perimeter and cut back into the center of the gym to complete the next numbered task. Every time a candidate runs around the perimeter of the gym, he/she must ascend and descend the staircase. Once the three obstacles in the center of the gym have been completed, candidates will run the last partial lap around the perimeter, and then they will complete the final two simulation tasks of pulling down a weighed bag (simulates forcibly controlling a suspect) and pulling together two steel bars (simulates handcuffing a suspect).

Following is a detailed description of each obstacle/component contained in the physical-ability test:

Suspect Pursuit Simulation



Start of the test

The candidate will begin the PAT from a standing position behind the start line.

Upon the signal to begin, the candidate must begin running towards the Duck

Under obstacle, which is located directly in front of him/her.

Administrator Role:

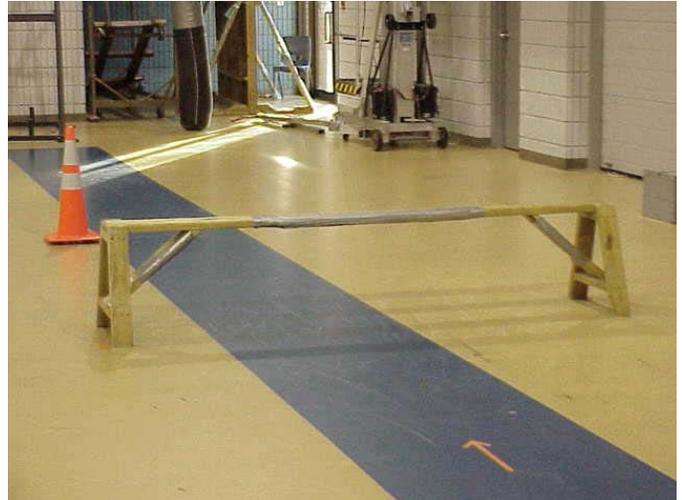
- Observe the candidate to ensure that he/she has his/her shoes properly tied and that any excess jewelry, such as a necklace or bracelet, are not hanging too loose so as to not get caught on any of the equipment.
- Ensure that the candidate's weight-vest is securely fastened around his/her chest.
- Ensure that the candidate's feet are behind the starting line and remain behind the line until you signal the candidate to begin.
- Ask the candidate if he/she has any questions. Then ask the candidate if he/she is ready and begin timing the candidate after saying, "READY, GO!"

Administrator Position:

You should position yourself next to the candidate. This will allow you to ensure that the candidate is positioned behind the start line.

Duck-Under Obstacle

The first obstacle that the candidate will encounter is the Duck-Under obstacle. The obstacle consists of a wooden beam suspended approximately two feet above the floor. The candidate must get his/her body under the obstacle without displacing it or knocking it over.



Administrator Role:

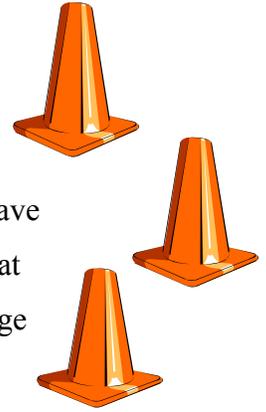
- Ensure that the candidate either slides or crawls under this obstacle.
- Ensure that the candidate does not knock the obstacle over. If he/she does knock the wooden beam over, quickly walk over to the obstacle, place the beam back to its original position and instruct the candidate to go under the obstacle again.
- A candidate can touch the beam with any part of his/her body without having to redo this particular obstacle. A redo will occur only when a candidate knocks the beam completely over.

Administrator Position:

Position yourself on the side of this obstacle so you are on the inside perimeter of the gymnasium. This will allow you to view the candidate as he/she makes his/her way under the obstacle. Ensure that you are close enough to the obstacle so that you can quickly reset the beam if a candidate knocks it over. Remember that the timer does not stop, so the longer it takes you to reset the obstacle, the more time will be added to the candidate's score.

Obstacle Weave

Next the candidate will encounter a series of orange traffic cones set up in a “weave pattern.” You will notice orange tape on the ground curving around the cones that will guide the candidate through the course. The candidate must follow the orange tape as he/she weaves around the outside of seven cones.



Administrator Role:

- The candidate must go completely around each cone following the arrows on the ground. If he/she knocks a cone over, he/she does not have to start over. The candidate can simply continue, as long as he/she was attempting to weave through the cones.
- If the candidate does not properly follow the orange tape or does not attempt to weave through the seven cones, get the candidate on course as quickly as possible starting at the point that he/she deviated from the course.

Administrator Position:

Position yourself on the side of this obstacle so you are on the inside perimeter of the gymnasium. This will allow you to view the candidate as he/she makes his/her way through the cones.

Stair Climb

After completing the obstacle weave, the candidate will run along the perimeter of the gym until he/she reaches the stairs on the opposite side of the gym. There is a railing affixed on the left side of the staircase that the candidate may use if desired.



Administrator Role:

- The candidate must hit each stair going up and coming back down. Failure to hit each stair will result in starting this task over until it is properly completed. If the candidate misses a step, instruct him/her that he/she has violated the rules and will need to start this event over. (Please note: even if a candidate misses a step on his/her descent, he/she must start the whole obstacle over.)
- Ensure that the candidate is exercising caution when ascending and descending the stairs. He/she may use the handrail if desired, but it is not mandatory.

Administrator Position:

Position yourself on the side of the staircase opposite the bleachers to ensure that you can see the candidate's feet as he/she ascends and descends the stairs.

Six-Foot Fence

The candidates will continue running along the perimeter of the gym until he/she encounters a placard marked “#1.” The candidate will turn left between two orange traffic cones and scale the six-foot wooden fence located in front of him/her.



Administrator Role:

- While climbing the fence, the candidate may not step on the triangular bracing that supports the fence. There are two footholds located 1-½ and 4-½ feet off the ground that the candidate may use to help him/her in climbing the fence.
- If a candidate attempts to use the triangular bracing to get over or climb down the fence, immediately correct him/her and have him/her continue to try to go over or climb down the fence. However, if a candidate uses the braces to get over or climb down from the fence before you have corrected him/her, instruct him/her that he/she has not followed the directions for this event and must start this obstacle over.

Administrator Position:

Position yourself on the side of the fence and ensure that you can see the candidate as he/she climbs over the fence. Do not stand directly in front of or directly behind the fence as your view may be blocked.

Four-Foot Fence

The candidate must continue running along the perimeter of the gym and ascend and descend the stairs for the second time.

After dismounting the staircase, the candidate must proceed around the perimeter of the gym to the placard marked “#2.” The candidate will again turn left through the orange traffic cones and then he/she will be faced with a four-foot chain-link fence.



Administrator Role:

- The candidate must get over the fence without using the triangular bracing that holds the fence upright. If it appears that a candidate is going to try to use the braces to get over the fence, immediately correct him/her and instruct him/her not to use the braces. If you are not able to correct a candidate before he/she uses the braces to climb over the fence, instruct the candidate to redo this obstacle.
- You must also make sure that the candidate’s entire body goes over the chain-link portion of the fence. In other words, the candidate is not allowed to place his/her hands on the fence and vault over it in a manner that propels the top of his/her body over the fence while the lower part of the body goes around the side of the fence. If he/she happens to fail to get his/her entire body over the top portion of the fence, you must instruct him/her to redo this obstacle.
- The candidate is also not allowed to dive or jump over the fence.

Administrator Position:

Position yourself on the side of the fence to ensure that you can watch the candidate climb over the fence.

Suspect-Subduing Simulation

Dummy Drag

The candidate will see a placard labeled “#3” after dismounting the staircase. He/she will again turn left through the orange traffic cones and proceed to the dummy that will be “sitting” on the ground in an upright fashion. The dummy may be on the candidate’s right or left hand side, but in either case, it will be the same distance away when he/she turns through the traffic cones.



Administrator Role:

- Before you start a candidate through this course, ensure that the dummy is positioned behind the specified line. Also ensure that the dummy is sitting upright. The dummy should be positioned the same way for each and every candidate.
- The candidate must grab the dummy and drag it for 25 feet. He/she may drag the dummy in any manner he/she sees fit except by the legs. If the candidate begins to grab the dummy by the legs, correct him/her immediately.
- The dummy must be dragged completely across the end-line positioned 25 feet away. The candidate must maneuver the dummy between two traffic cones and across the line until his/her body and the dummy’s entire body are completely across the line. At this time the candidate will drop the dummy carefully and exit this section of the course by following the orange lines on the ground out through two exit cones.

Administrator Position:

Position yourself near the end line to ensure you can see the candidate and dummy cross the line. It is important that you stay out of the candidate’s way in this event, as he/she will be dragging the dummy and may not be cognizant of what is around him/her.

Overpowering Suspect

Next, the candidate will follow the perimeter of the gym to the staircase and ascend and descend the staircase for the fourth and final time, remembering to hit each stair going up and coming down. After descending the staircase, the candidate will see a station marked “#4” directly in front of him/her. This station will have a weighted punching bag hanging from a fitness machine.



Administrator Role:

- The candidate must grab the bag below an orange line that is located on the top end of the bag. If the candidate tries to grab the bag above the orange line, immediately instruct him/her to grab the bag again below the orange line.
- The candidate must then proceed to pull the bag downward and toward one of the square targets located on the floor on either side of the bag. The bottom side of the bag must be positioned inside the square target area. Any part of the bag can touch the line of the box or the interior portion of the box to qualify. If a candidate does not successfully pull the bag down to within the square target or at least touch the line, instruct him/her that he/she must try again.
- The candidate must bring the bag upward in a controlled manner until the bag is fully retracted and begin to lower the bag into the opposite square target area in the same fashion. If the candidate does not bring the bag back upward until it is fully retracted before he/she starts to pull it down again, instruct him/her that he/she must return the bag to its fully retracted position and attempt to pull the bag down again.
- The candidate must pull the bag down to the opposite square after completing the first repetition. If the candidate attempts to use the same square as in the first repetition, immediately correct him/her.

- After the candidate has successfully pulled the bag down to both opposing squares, the bag must be returned to its up position in a controlled manner before exiting this station.
- The candidate's feet must remain on the ground at all times. He/she may not allow the bag to lift him/her up off the ground. If this does occur, instruct the candidate that he/she must ensure that his/her feet do not leave the ground and that he/she will need to start this obstacle over again.

Administrator Position:

The candidate will approach the punching bag from the left side. You should stand to the side of the punching bag, out of the candidate's way, but close enough to see the candidate and the orange line on the punching bag.

Handcuffing Simulation

After completing station “#4,” the candidate will proceed to station “#5” by following the orange line across the front side of the fitness machine. You will see a black square pad on the ground and two metal “arms” extending from the fitness machine.



Administrator Role:

- The candidate must place at least one knee on the black mat, and one knee must remain on this mat throughout the duration of this exercise. If a candidate does not keep his/her knee on the mat, instruct the candidate to do so and inform him/her that he/she must start this obstacle over and keep at least one of their knees on the mat.
- Ensure that the candidate grasps one or both of the bars outside the orange marking located at the end of the bars.
- The candidate is required to pull the bars using an inward motion until both bars meet in the center of the black pad. The candidate may pull the bars one at a time or simultaneously.
- You should immediately stop the timer as soon as both bars meet.

Administrator Position:

Position yourself so you are able to see the front side of the candidate and the steel bars at the same time. Do not stand directly behind the candidate as this will obstruct your view, and you may not be able to see the exact moment when the two steel bars meet. This is critical because when the two steel bars meet, the timer should be stopped.

Candidate Orientation and Walk-through

When candidates arrive on the day of the test, they will need to be placed in a staging area, preferably in an area outside of the gymnasium where they cannot interfere with any of the course equipment.

Once all candidates have arrived, the test administrators can begin the orientation and walk-through. Even though only one candidate will be actually going through the course at a time, the administrators should take all candidates together in one large group to do the walk-through.

The following introduction should be read to candidates participating in the physical-ability test:

Only one candidate at a time will be allowed in the gymnasium during the testing process. You should remain in the staging area until your name is called.

This physical-ability test will be continuously timed. You must complete the test at or under three minutes and 24 seconds. If you fail to complete the course within the specified time limit, you will be asked to sign a disqualification proclamation. This means that you will not be eligible to participate in the remainder of the selection process.

I will now walk you through the course and explain each test component in detail. Please do not touch the equipment or attempt to practice the events.

Walk the candidates through the course indicating the order of events and explain the following guidelines for each obstacle:

1. Start of test
 - a. Each candidate must wear a 10-pound weighted belt that simulates the weight of the duty belt and vest.

2. Duck Under
 - a. Slide or crawl under the obstacle.
 - b. Do not displace the obstacle while going under it – if obstacle is knocked over, administrator will instruct the candidate to redo this event.
3. Weave
 - a. Go completely around each cone following the arrows on the ground.
4. Stairs
 - a. Climb up and down the stairs being sure to hit every stair.
 - b. Candidates may use the handrail.
 - c. If candidates do not touch every stair or if they jump down from the staircase, they will have to do this event over.
5. 6-foot fence
 - a. Climb up and over the fence.
 - b. Candidates may not climb on the triangular bracing.
 - c. They may use the existing footholds.
 - d. Candidates may not stand at the top of the fence and jump down – this could result in an injury that may disqualify them from the test.
 - e. Candidates should be careful not to slip on the mat at the base of the fence.

Candidates will climb the stairs for the second time and then continue on to the 4-foot fence.

6. 4-foot fence
 - a. Climb up and over the fence.
 - b. Candidates may not climb on the triangular bracing.
 - c. The candidate's whole body goes over the fence – the candidate may swing his/her legs outside the fence.
 - d. Candidates should careful not to slip on the mat at the base of the fence.

Candidates will climb the stairs for the third time and then continue to the dummy drag.

7. Dummy drag
 - a. During the orientation walk-through, instruct the candidates on different methods of dragging the dummy. One common method to drag the dummy is to approach the dummy from behind and slide one's arms under the arms of the dummy. When one's elbows are positioned under the arm pits of the dummy, one should hoist the dummy upward and drag it backward. Another option would be to grab the dummy, using a harness strap positioned across the dummy's chest.
 - b. The candidates should drag the dummy 25 feet until they and the dummy's entire body cross the end line.
 - c. The dummy will be leaning forward to begin.
 - d. The dummy can be dragged using any method that is comfortable except that candidates may not drag the dummy by the leg(s).
 - e. The dummy has a strap that may be used to drag it.

Candidates will climb the stairs for the fourth and final time and then continue on to the suspect-subduing event.

8. Subdue suspect
 - a. Grab the bag and pull it down until part of the bag touches the ground inside the marked square.
 - b. Bring the bag up in a controlled manner and repeat this process using the second square target.
 - c. Both feet must remain on the ground at all times.
 - d. If candidates do not adhere to these instructions, they will have to redo this event.
9. Handcuffing simulation
 - a. Kneel on the pad – one knee must remain on this pad through the entire exercise.
 - b. Candidates must pull the two bars together until they meet in the center.
 - c. Candidates may pull the bars inward one at a time.
 - d. Once the bars meet, the timer will be stopped

Administrator Responsibilities for the Physical-Ability Test

There are five areas where administrators will be expected to focus their efforts during the physical-ability test: safety, watching for physical signs of distress, timing events, directing candidates to their next task and, finally, the course set-up. Each area is outlined below.

Safety

It is essential that administrators clear away any potentially hazardous situations that may compromise the safety of candidates participating in the physical-ability test. Specific responsibilities are as follows:

- ✓ Clearing a direct path for candidates to run from one event to the next (removing debris and other obstacles).
- ✓ Performing a safety check of equipment at your test station prior to the physical-ability test.
- ✓ Ensuring that equipment is in the proper place.

Physical Signs and Symptoms of Candidate Distress

Administrators are also responsible for observing the physical health of candidates as they pass through the physical-ability test. It is necessary that administrators pay attention to any signs and symptoms presented by a candidate which may represent physical distress. A paramedic should be present to treat candidates should such an event arise.

Signs and Symptoms of Distress

Administrators should be aware that candidates might become physically fatigued or even distressed when proceeding through the test stations. This test is physically challenging, and it is essential that administrators carefully observe those taking the test for signs of distress. Signs and symptoms that you should look for are as follows:

- Gasping for air
- Dizziness
- Chest pains; chest clenching
- Fainting
- Paleness

Candidates should be carefully monitored and seen by a paramedic if these symptoms are observed.

Timing

Two test administrators will be responsible for timing all physical-ability tests; however, only one administrator will follow and guide the candidate through the course. Both administrators will be given a stopwatch, and one administrator will be given a clipboard and pencil. Timing will begin once the candidate begins the **suspect-pursuit simulation**. Timing is stopped when the candidate has finished the last event, the **handcuffing simulation**. Once the candidate finishes the last event and the stop watches have been stopped, both administrators should meet to compare their times. The faster of the two times should be the time recorded. The time should be recorded on the candidate score record sheet to the nearest hundredths of a second.

If the candidate should fail the test (i.e. could not complete the course at or under three minutes and 24 seconds), he/she must sign a candidate disqualification proclamation document to ensure that the candidate is aware that he/she failed the test. This document must also be signed by one of the test administrators. The candidate must also sign this document if he/she voluntarily quits during the course or if he/she has any medical reason as to why he/she could not continue.

Directing Candidates to the Next Event

The administrator should also guide candidates to their next testing event. Because the series of testing events is timed, it is imperative that candidates be directed to the appropriate event quickly.

Administrators should also be available to answer any questions that candidates may have prior to and after the testing session. Please be as helpful as possible.

Please direct all questions regarding the test or the testing process to the test administration director.

Course Set-up

Before the first candidate runs through the course, ensure that each component is set up properly. Then, after each candidate runs through the course, quickly look over each component to verify that everything is in the appropriate place.

General Guidelines

Following are some general guidelines to facilitate the fair and consistent administration of the PAT:

- In order to create an atmosphere that is fair and consistent, administrators will only converse with candidates while on the course to do the following:
 - correct any improper action
 - provide necessary safety instruction
 - answer a question verbally posed by the candidate
 - guide a candidate to the next component of the course

- **Do not offer the candidate advice or encouragement that is unsolicited.** You may answer questions specifically directed to you by the candidate. You are permitted to answer questions asked prior to beginning the course as well.

- If a candidate receives an initial warning for violating a rule and appears to be on the verge of breaking that rule again, try to interject a brief notice to the candidate to avoid having to disqualify the candidate. While it is critical that the established rules are followed carefully, we want to give the candidate every possible opportunity to succeed.

- You are permitted to inform the candidate of his/her elapsed time, **if asked**. Do not offer the amount of time remaining or any other descriptions of time other than the total elapsed time.

- Be cognizant of your surroundings. Make sure the course ahead of you is in proper order before you get there. There are course administrators available to assist you should the need arise.