

## INSTRUCTION SHEET

### City of Bossier City Municipal Fire and Police Civil Service Board

Civil Service information at:  
[www.ose.state.la.us](http://www.ose.state.la.us)

Your interest in the Bossier City Police Department is greatly appreciated. In an effort to secure employees with high levels of honesty, integrity, and moral character, we provide you with this set of instructions for completing an application for employment. Read and follow these instructions carefully and precisely. **FAILURE TO COMPLY WITH SAME WILL RESULT IN REJECTION OF YOUR APPLICATION.**

#### Requirements for Submitting Application for Competitive Examination:

1. Please type or fill out the application in ink and in your own best handwriting.
2. Answer **fully** every question that applies to you. WHEN YOU ARE ASKED FOR AN ADDRESS, BE SURE TO SUPPLY THE COMPLETE MAILING ADDRESS, INCLUDING THE ZIP CODE. **Sign and date the application.**
3. To be considered for admission to the examination, You **must** attach a copy of the following documents to your application **before** you return it. **BOSSIER CITY POLICE DEPARTMENT PERSONNEL WILL NOT MAKE COPIES FOR YOU.**
  - A. **Proof of United States Citizenship and proof of age: Birth Certificate if born in the United States, Certificate of Naturalization or U. S. Passport**
  - B. **Copy of High School Diploma or GED Equivalency Certificate issued by a State Department of Education**
  - C. **Copy of Valid Driver's License**
  - D. **Form DD-214, if you have prior military service**

**DO NOT ATTACH ANYTHING ELSE TO YOUR APPLICATION (EXCEPT GRADE TRANSFER LETTER FOR POLICE OFFICER EXAM OR LOUISIANA P.O.S.T. CERTIFICATE, IF YOU HAVE ONE).**  
**This means no resumes, college transcripts, training certificates, etc.**

4. You must provide the names and **complete** mailing addresses of three (3) personal references, not to be relatives or employers, on the sheet provided. Please include the length of time you have known each reference and the line of work in which each is employed. Applicant background checks are accomplished by mail; therefore, it is imperative that you supply complete mailing addresses.
5. If you answer yes to criminal conviction (felony or misdemeanor), attach a signed statement to your application giving complete details, including the date, place, charge, outcome, and a full explanation of the circumstances for each and every instance. In reference to this matter, you should be advised that the Bossier City Police Department routinely checks out applicants.
6. In order to avoid imposing on your time, please note the following:
  - A. If you have been discharged from military service and received a dishonorable discharge, the Board's general policy is not to accept such applicants.
  - B. It is the policy of this Department not to hire individuals who have recently used illegal drugs or narcotics.

7. You **must** sign a Personal Inquiry Waiver for release of personal information and return it with your completed application. Sign the form, date it, and have someone witness your signature.

8. If you have a current application on file, it **shall be the responsibility of the applicant to notify the Bossier City Police Department of any change in address or telephone number.**

YOU WILL BE NOTIFIED BY MAIL OF WHEN AND WHERE THE CIVIL SERVICE EXAMINATION WILL BE GIVEN.

**\*\*\*Civil Service testing information (including study guides for all positions) and scheduling information can be obtained at the following State Civil Service website: [www.ose.state.la.us](http://www.ose.state.la.us)**

Unless otherwise specified, all requirements must be met before admission to examination.

**Requirements for Police Officer – starting salary \$2,733 – plus incentives**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be not less than 21 years of age at the time of the deadline of the official advertising period for position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a valid driver's license.

Prior to beginning work, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work, must pass a medical examination prepared & administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**Requirements for Jailer I – starting salary \$2,600 – plus incentives**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be not less than 21 years of age at the time of the deadline of the official advertising period for position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a valid driver's license.

Prior to beginning work, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work, must pass a medical examination prepared & administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**Requirements for Police Communications Officer – starting salary \$2,600 – plus incentives**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be not less than 18 years of age at the time of the deadline of the official advertising period for position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a valid driver's license.

After offer of employment, but before beginning work, must pass a medical examination prepared & administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

**Requirement for Police Departmental Records Clerk – starting salary \$1,991 – plus incentives**

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be not less than 18 years of age at the time of the deadline of the official advertising period for position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work, must pass a medical examination prepared & administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

# APPLICATION FOR COMPETITIVE EXAMINATION

## FIRE AND POLICE CIVIL SERVICE BOARD

PLEASE PRINT OR TYPE. FAILURE TO ANSWER ALL THE QUESTIONS IN THIS APPLICATION AND FAILURE TO ATTACH ALL REQUIRED DOCUMENTATION TO THIS APPLICATION MAY CAUSE YOUR APPLICATION TO BE REJECTED.

NAME: FIRST		MIDDLE		LAST	
STREET ADDRESS/P.O. BOX NO.			CITY/TOWN		STATE/ZIP
HOME TELEPHONE NUMBER (WITH AREA CODE) (    )			OFFICE TELEPHONE NUMBER (WITH AREA CODE) (    )		
CELL TELEPHONE NUMBER (WITH AREA CODE) (    )			E-MAIL ADDRESS		
SOCIAL SECURITY NUMBER			DATE OF BIRTH: MONTH/DATE/YEAR:		
ARE YOU A CITIZEN OF THE UNITED STATES? YES <input type="checkbox"/> NO <input type="checkbox"/>			DRIVER'S LICENSE NO: _____ EXPIRATION DATE: _____		

EXAMINATION FOR WHICH YOU ARE APPLYING (FILE A SEPARATE APPLICATION FOR EACH EXAMINATION)
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RACE/SEX INFORMATION	
The Federal government requires that we request the following race and sex information for statistical reporting purposes. Completion of this section is voluntary, and your application will not be rejected if you choose not to provide this information.	
<input type="checkbox"/> Male  <input type="checkbox"/> Female	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Am. Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other: _____
SPECIAL INSTRUCTIONS FOR DOCUMENTATION YOU MUST ATTACH	
In accordance with civil service law you must be a citizen of the United States, and of legal age. In addition to these requirements, the local municipal fire and police civil service board in each jurisdiction has adopted its own qualification requirements for each of its competitive classes. Therefore, you must attach the necessary documentation to verify that you meet all the requirements of the civil service board to which you are applying. You must attach a copy of the following documents:	
Proof that you are a citizen of the United States (Original Birth Certificate, Voter's Registration Card, US Passport, or Certificate of Naturalization)	
Proof that you meet the age requirement of the civil service board (Birth Certificate, Driver's License, Selective Service Card)	
Proof that you meet the education requirement as posted by the civil service board to be admitted to the exam	
Proof that you have a valid driver's license (if this is a requirement of the civil service board to be admitted to the exam)	
Proof that you meet all other requirements as posted by the civil service board to be admitted to the exam	

**AUTHORITY FOR RELEASE OF INFORMATION**

I HAVE COMPLETED THIS APPLICATION WITH THE KNOWLEDGE AND UNDERSTANDING THAT ANY OR ALL ITEMS CONTAINED HEREIN MAY BE SUBJECT TO INVESTIGATION PRESCRIBED BY LAW, AND I CONSENT TO THE RELEASE OF INFORMATION CONCERNING MY CAPACITY AND FITNESS BY EMPLOYERS, EDUCATIONAL INSTITUTIONS, LAW ENFORCEMENT AGENCIES, AND OTHER INDIVIDUALS AND AGENCIES, TO DULY ACCREDITED INVESTIGATORS, CIVIL SERVICE BOARD MEMBERS AND OTHER AUTHORIZED EMPLOYEES OF THE GOVERNMENT FOR THAT PURPOSE.

I CERTIFY THAT THE ANSWERS I HAVE GIVEN TO ALL QUESTIONS IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I KNOW THAT ANY MISREPRESENTATION HEREIN MAY CAUSE MY APPLICATION TO BE REJECTED, MY NAME REMOVED FROM THE ELIGIBLE LIST AND/OR MAY SUBJECT ME TO DISMISSAL FROM EMPLOYMENT.

DATE	SIGNATURE OF APPLICANT
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**FOR USE OF CIVIL SERVICE BOARD ONLY**

**VERIFICATION THAT APPLICANT MEETS THE BOARD'S REQUIREMENTS**

<b>G U.S. Citizen</b>	<b>G Age</b>	<b>G Education</b>	<b>G Driver's License (if a requirement)</b>	<b>G Veteran Pref.</b>
1. Chairman	2. Vice chairman	3.	4.	5.

**BACKGROUND INFORMATION**

1. WITHIN THE PAST 5 YEARS, HAVE YOU BEEN TERMINATED, OR RESIGNED IN LIEU OF TERMINATION, FROM ANY POSITION FOR REASONS OTHER THAN A REDUCTION IN FORCE?

YES  NO

2. HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES  NO

3. HAVE YOU BEEN CONVICTED OF A MISDEMEANOR DURING THE LAST 3 YEARS?

YES  NO

NOTE: IF YOU ANSWERED "YES" TO EITHER OF THE ABOVE QUESTIONS, PLEASE PROVIDE AN EXPLANATION IN THE EXPLANATION BLOCK BELOW. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM THE JOB FOR WHICH YOU ARE APPLYING. A CONVICTION WILL BE JUDGED ON ITS OWN MERITS WITH RESPECT TO TIME, CIRCUMSTANCES, AND SERIOUSNESS.

**EXPLANATION.** PLEASE USE THE SPACE PROVIDED BELOW TO EXPLAIN ANY "YES" ANSWERS TO THE ABOVE THREE QUESTIONS. ATTACH ADDITIONAL PAGES IF NECESSARY.

**TRAINING/EDUCATION**

**A. HIGH SCHOOL**

NAME AND ADDRESS OF HIGH SCHOOL ISSUING DIPLOMA OR OF STATE DEPARTMENT OF EDUCATION ISSUING GED OR EQUIVALENCY CERTIFICATE:

DIPLOMA OR EQUIVALENCY CERTIFICATE

DATE RECEIVED: \_\_\_\_\_

**B. COLLEGE**

YEARS ATTENDED	CREDIT HOURS EARNED	DEGREE(S) RECEIVED	DATE OF DEGREE	MAJOR

**C. OTHER FORMAL TRAINING**

(BUSINESS, TRADE, MILITARY, ETC., CLASSES OR SEMINARS)

LOCATION

DATES ATTENDED

DID YOU GRADUATE?

NO. OF HOURS PER WEEK

TITLE OF INSTRUCTION OR CLASS (ATTACH ADDITIONAL PAGES IF NECESSARY)

			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**SPECIAL QUALIFYING EXPERIENCE, CERTIFICATIONS, OR LICENSES**

PLEASE LIST BELOW ANY PROFESSIONAL LICENSES OR CERTIFICATIONS THAT ARE RELEVANT TO THE JOB FOR WHICH YOU ARE APPLYING.

(ATTACH ADDITIONAL PAGES IF NECESSARY)

	NO. 1	NO. 2	NO. 3
NAME OF LICENSE OR TYPE OF CERTIFICATION			
NAME AND COMPLETE ADDRESS OF AGENCY OR INSTITUTION ISSUING LICENSE OR CERTIFICATION			
DATE LICENSE OR CERTIFICATION ACQUIRED			
EXPIRATION DATE, IF APPLICABLE			
RESTRICTIONS, IF APPLICABLE			

LIST ANY SPECIAL COURSE WORK, TRAINING, OR EXPERIENCE WHICH MAY BE BENEFICIAL IN THE JOB FOR WHICH YOU ARE APPLYING, OR WHICH MAY SATISFY ANY SPECIAL QUALIFICATION REQUIREMENTS

IF YOU HAVE COMPUTER EXPERIENCE, PLEASE LIST ANY COMPUTER PROGRAMS (SOFTWARE) WITH WHICH YOU HAVE A WORKING KNOWLEDGE:

TYPING ABILITY: \_\_\_\_\_ WPM

### VETERAN'S PREFERENCE

Five-point veteran's preference is granted to veterans who receive passing scores for an entrance class and who were discharged under honorable conditions from active duty in the U.S. Armed Forces during a war, or in a peacetime campaign or expedition for which a campaign badge has been authorized, including the following wartime periods: 06/27/50 - 01/31/55 (Korean Conflict); during the period of more than 180 consecutive days, any part of which occurred between 01/31/55 and 10/15/76 (including the Vietnam era), not including active duty for training in Reserves or National Guard; and from 08/02/90 - 01/02/92 (Gulf War). If your service began after October 15, 1976, you must have received a Campaign Badge, or Expeditionary Medal. Campaigns or expeditions for which such medals have been authorized include El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Kosovo, Bosnia and Herzegovina. Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and have not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. Note: If your DD-214 does not provide proof of entitlement for preference, you must obtain an amended DD-214 or other written documentation showing award of Armed Forces Expeditionary Medal.

Should you wish to receive the veteran's preference points, check the space provided and attach a copy of your DD-214 which verifies your qualification to receive preference.

I QUALIFY FOR THE FIVE-POINT VETERAN'S PREFERENCE AS IDENTIFIED ABOVE, AND HAVE ATTACHED A COPY OF MY DD-214 OR OTHER DOCUMENTATION TO THIS APPLICATION FOR VERIFICATION PURPOSES

### REQUEST FOR TESTING ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT

If you require any special testing accommodations because of a disability which limits a major life activity, you must complete this section in order for your request to be considered.

I am requesting testing accommodations under the Americans With Disabilities Act for the following disability (check box and specify disability): \_\_\_\_\_

**REQUIRED DOCUMENTATION TO ATTACH TO YOUR APPLICATION:** in order for this civil service board to process your ADA request, you must attach written documentation of your disability, including an assessment of accommodations which might be appropriate to compensate for your disability in a testing environment, prepared by a doctor, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional with knowledge of your functional limitations.

What accommodations are you requesting?

Extra Time   
  Reader   
  Private Room   
  Scribe   
  Other: \_\_\_\_\_

**WORK EXPERIENCE**

**INSTRUCTIONS FOR COMPLETING SECTION ON WORK EXPERIENCE**

Start with your present or most recent position and work back, including any military experience. Use separate blocks if you were promoted or your duties changed materially while working for the same employer. Treat each change as a separate position. For volunteer experience, use work experience blocks and disregard reference to salary. It is to your advantage to completely describe your duties in each position, placing particular emphasis on duties, tasks performed, and responsibility. Attach additional pages, if necessary.

NAME AND COMPLETE ADDRESS OF EMPLOYER

TYPE BUSINESS

TITLE OF YOUR POSITION

TELEPHONE NUMBER: (    )

DATES OF EMPLOYMENT

WAS THIS FULL-TIME EMPLOYMENT?

AVERAGE NUMBER OF HOURS WORKED PER WEEK:

BEGINNING SALARY

ENDING SALARY

FROM:

TO:

MO. | DAY | YR. | MO. | DAY | YR.

YES   
  NO

NAME AND TITLE OF IMMEDIATE SUPERVISOR

NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED

DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)

NAME AND COMPLETE ADDRESS OF EMPLOYER			TYPE BUSINESS				
TELEPHONE NUMBER: (    )			TITLE OF YOUR POSITION				
DATES OF EMPLOYMENT FROM:		TO:		WAS THIS FULL-TIME EMPLOYMENT?  <input type="checkbox"/> YES <input type="checkbox"/> NO	AVERAGE NUMBER OF HOURS WORKED PER WEEK:	BEGINNING SALARY	ENDING SALARY
MO.	DAY	YR.	MO.				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED			

DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)

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NAME AND COMPLETE ADDRESS OF EMPLOYER			TYPE BUSINESS				
TELEPHONE NUMBER: (    )			TITLE OF YOUR POSITION				
DATES OF EMPLOYMENT FROM:		TO:		WAS THIS FULL-TIME EMPLOYMENT?  <input type="checkbox"/> YES <input type="checkbox"/> NO	AVERAGE NUMBER OF HOURS WORKED PER WEEK:	BEGINNING SALARY	ENDING SALARY
MO.	DAY	YR.	MO.				
NAME AND TITLE OF IMMEDIATE SUPERVISOR				NUMBER/TITLE(S) OF EMPLOYEES YOU SUPERVISED			

DESCRIBE YOUR DUTIES IN DETAIL (USE SEPARATE SHEET, IF NECESSARY)

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**CITY OF BOSSIER CITY  
POLICE DEPARTMENT**  
P.O. BOX 6216  
BOSSIER CITY, LOUISIANA 71171-6216

## **PERSONAL INQUIRY WAIVER**

### **AUTHORITY FOR RELEASE OF INFORMATION**

**TO WHOM IT MAY CONCERN:**

**I respectfully request and authorize you to furnish the Bossier City Police Department any and all information that you may have concerning me, my work record, school record, my reputation, my financial and credit status. Please include any and all medical, physical and mental records or reports, including all information of a confidential or privileged nature, and photostatic copies of same if requested. This information is to be used to assist the Department in determining my qualifications and fitness for the position I am seeking with the Bossier City Police Department.**

**I hereby release you, your organization, or others from any liability or damage which may result from furnishing the information requested above.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Address**

**APPLICANT'S PERSONAL REFERENCE SHEET**

**Three (3) Required**

**1. Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**How long you have known person:** \_\_\_\_\_

**Their line of work:** \_\_\_\_\_

**2. Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**How long you have known person:** \_\_\_\_\_

**Their line of work:** \_\_\_\_\_

**3. Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**How long you have known person:** \_\_\_\_\_

**Their line of work:** \_\_\_\_\_

Thank you for your interest in the Bossier City Police Department. The hiring process can take an extended period of time. The following information will help you understand the process and what will be needed from you.

1. **Civil Service Test** – Once you submit your application, the Civil Service Board will contact you by mail advising when and where the exam will be given. Upon passing the exam, the Police Department will receive a list of eligible applicants.  
[www.ose.state.la.us](http://www.ose.state.la.us)
2. **Initial Interview** – Applications are reviewed. Applicants must not have any DWI convictions within the past five (5) years and/or felony convictions. Interviews will be scheduled for qualified applicants.
3. **Physical Fitness Exams** – (Police Officer and Jailer I positions). This is normally the second step in the process, and Police Officer and Jailer I applicants need to prepare for this now. Applicants must be able to pass a physical fitness exam. The requirements for the PT exam are located on the next pages.
4. **Computer Voice Stress Exam** – This is a truth verification exam and normally takes one to two hours.
5. **Assessment Board** – Applicant will be interviewed and evaluated by a five-member board. Board members will fill out evaluation forms that will be forwarded to the Chief of Police.
6. **Medical/Psychological Exam** – If selected to continue the process, applicants will be given a Conditional Offer of Employment and scheduled for medical and psychological exams.
7. **Offer of Employment** – Once applicant has successfully passed medical and psychological exams, an Offer of Employment will be given.

## Bossier City Police Department - Physical Fitness Requirements

The Bossier City Police Department recognizes the importance of physical fitness and its relation to job performance. A physical fitness test is included in the required qualifications for the Bossier City Police Department. The physical fitness test is given to all applicants who pass the preliminary interviews and background checks. This requirement helps to ensure each candidate can perform the rigorous duties and obligations that police officers are called upon to perform. The physical fitness test consists of four components:

- 1. One minute timed sit-ups**
- 2. Push-ups (no time limit)**
- 3. Sit and reach**
- 4. Mile and a half run**

**Candidates are strongly recommended to make the following preparations prior to the fitness assessment:**

- 1. Fast for one hour prior to assessment (it is recommended that no food or only light food items are consumed and that no caffeinated beverages or beverages with a high acidic content are consumed within one hour prior to fitness test;**
- 2. Wear workout clothing;**
- 3. Wear athletic shoes for running activities;**
- 4. Refrain from using tobacco products three to four hours prior to assessment.**

**If an applicant cannot or will not participate in the physical fitness test, he or she will not be allowed to continue in the application process. Each component of the physical fitness test must be completed at the required minimum.**

Unless you are already involved in regular fitness training, you are likely to fail the police fitness test. Start your preparation as soon as possible! Go to your gym or sports center and ask them to help you with a police training program. Always start off gently and build up slowly. If you have any medical conditions, haven't exercised for a while, are over 40, have been ill or have any joint problems you should always contact your physician before starting any physical fitness program.

## Start your Police Fitness training today!

<u>TEST</u>	<u>MALE</u>				<u>FEMALE</u>			
	Age	20-29	30-39	40-49	50-59	20-29	30-39	40-49
Sit & Reach	15.5 in.	14.5 in.	13.5 in.	12.0 in.	18.0 in.	17.5 in.	16.0 in.	15.0 in.
Per Minute Sit-Ups	35	32	27	21	30	22	17	12
Minimum Push-Ups	26	20	15	10	20	15	10	9
1.5 Mile Run	13:22	14:08	14:56	15:57	15:57	16:35	17:24	18:23

### SIT-UPS

**PURPOSE:** This test measures abdominal muscular endurance. Endurance is the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency of movement and a low capacity for work. This is a form of strength testing (dynamic strength) and requires adherence to the requirements for proper form in order to be an accurate indicator. This is an important consideration when dealing with use of force. Proper abdominal conditioning enhances posture and tends to minimize lower back problems.

**PROCEDURES:** The exercise starts with the participant laying on the floor, knees bent to a 90-degree angle while keeping the heels of the feet flat on the floor (legs may be together or apart). The fingers of both hands are interlocked behind the head with the elbows pointing out from the sides. An exercise partner will kneel at the feet of the participant and hold them in position with their hands. A proper sit-up is counted only when the participant lifts their back from the floor and touches the knees with their elbows and returns to the starting position (the scapula or shoulder blades, must return to the floor after each touch of the elbows to the knees). The buttocks must stay on the floor and the back will not arch. Exhale on the way up and inhale on the way down. The score is a demonstration of the number of correct sit-ups performed in sixty seconds. Correct sit-ups are not crunches.



### HOW TO PREPARE FOR SIT-UPS:

1. Determine the number of correct bent leg 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 sets.

Abdominal strength and endurance can be achieved in numbers of ways to include running or sprinting, side bends, stomach crunches, rowing and leg lifts (not inclusive). Nutrition and diet, as well as body fat composition can be factors that may affect the efficiency of performance when executing sit-ups.

## **PUSH-UPS**

**PURPOSE:** This test measures the muscular endurance of major muscle groups in the upper body – the shoulders, chest and back of the upper arm. Endurance is the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency of movement and a low capacity for work. This is a form of strength testing (dynamic strength) and requires rigid adherence to the requirements for proper form in order to be an accurate indicator. This is an important consideration when dealing with use of force and self-defense, such as control and restraint techniques.

**PROCEDURES:** The position of the exercise starts by lying face down (prone) on a floor with the body in a straight line from head to toe. The hands are palms down and fingers pointed away from the top of the head. The hands are spaced evenly shoulder-width apart. The toes of both feet are on the floor with the bottom of the feet perpendicular with the floor. The face is turned to either side or facing forward during the execution of the exercise. A partner is in a position to extend a fist on the floor directly underneath the testing participant's sternum (or a 3-inch sponge). Participants assume a push-up position by pushing up from the floor until the elbows are locked out. Flexing the arms until the upper arms are horizontal to the floor and then reassuming the locked-out arm position completes one repetition of the exercise. A proper push-up is when the testing participant lowers the body and touches the fist (sponge) with the sternum and then returns up to the starting position with the elbows in a soft lock. At no time can your body touch the floor once the exercise starts. The body should not "sag" or "pike" during or between reps. At any time a participant wants to rest or pause during this exercise, it will be the "leaning rest position," or the up-most position. Perform as many correct push-ups as you can with no established time.



### **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 of .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (push 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 rest 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, 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 selected machines including chest, arms, and trunk exercises (arm curls and bench press training). Push-up training can be enhanced with resistance training while doing the push-up exercise by adding weight resistance to the upper body.

### **SIT AND REACH**

**PURPOSE:** This test measures the flexibility of the major muscle groups in your upper leg area – the hamstrings and lower back, along with your range of motion, to ensure performance of certain essential tasks.

**PROCEDURES:** After a brief warm-up the subject sits on floor with shoes off. Subject places bottom of feet (10 to 12 inches apart) against side of box (approximately 12" high) with knees straight. Tester places measuring stick on box parallel to subjects legs; 15" at edge of box closest to subject and end of measuring stick ("0") toward subject. Subject places hand over hand (fingertips together), exhales while dropping head and reaches as

far as possible over measuring stick without bending knees. Movement should not be fast or jerky. Best of three tries is recorded.



### **HOW TO PREPARE FOR THE SIT AND REACH:**

Performing sitting type of stretching exercises daily will increase this area. There are two recommended exercises:

1. **Sit and Reach.** Do 5 repetitions of this exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.
2. **Towel Stretch.** Sit on the ground with the legs straight. Wrap a towel around the feet holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.

### **MILE AND A HALF RUN**

**PURPOSE:** This test measures your aerobic capacity and your cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. The run measures the endurance of your physical conditioning and your aerobic power (the ability to sustain exertion over time). This fitness area is related to performing tasks that may involve sustained activity such as a long foot pursuit followed by a physical confrontation (taking someone into custody). Your score will be in minutes and seconds.

**PROCEDURES:** The test is conducted on a 440-yard track; one lap equals one-quarter mile/six laps equals 1.5 miles. You should run as fast as safely possible. There should be no walking or stopping on the track during the test. 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. Upon completion of the run, applicants should cool down by walking for at least 5 minutes.



**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.

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