



POLICE OFFICER/DEPUTY SHERIFF

Test Information Guide for the PBJC Physical Ability Test

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Police Officer/Deputy Sheriff Test Information Guide

Congratulations on meeting the minimum qualifications for the Police Officer/Deputy Sheriff job! The Personnel Board of Jefferson County (PBJC) is pleased that you are interested in a job as a Police Officer/Deputy Sheriff within the Jefferson County Merit System. The PBJC has created this information guide to familiarize you with the position of Police Officer/Deputy Sheriff and the testing procedures for the job class. This guide is designed to provide you with an overview of the Police Officer/Deputy Sheriff position; a description of the PBJC physical ability test; what to bring and what not to bring to the test; along with some tips you may use to prepare for the physical ability test.

It is strongly recommended you thoroughly review this manual and utilize the information provided. Reading the entire guide will ensure you understand what will occur during the testing process. Reviewing and understanding the descriptions provided will ensure you are prepared for the types of activities you will encounter. A thorough familiarity with the physical ability process will eliminate uncertainty and reduce anxiety that can sometimes be experienced in testing situations.

Overview of the Police Officer/Deputy Sheriff Job

The following information is provided in order to assist you in determining whether you are fit to perform the job of a Police Officer/Deputy Sheriff. An individual's expectations of the job before s/he is selected for the position often differs from what s/he experiences once on the job, which can result in low levels of job satisfaction. This information is designed to help applicants make more accurate judgments about their interest in working as a Police Officer/Deputy Sheriff.

The following information was gathered through a process (known as job analysis) of interviews, meetings, and surveys with Police Officer/Deputy Sheriff incumbents from various jurisdictions throughout Jefferson County. Through this effort, the PBJC explored the duties that are typically performed on the job, as well as the knowledge, skills, abilities, and other characteristics (KSAOs) that a person must possess in order to successfully perform the work. Although not for everyone, a career as a Police Officer/Deputy Sheriff is both challenging and rewarding. If you decide to pursue a career in this field, you will be expected to perform the work behaviors described in this section.

The major duties performed by Police Officer/Deputy Sheriff employees that were determined to be critical during the most recent job analysis include:

- Conducts administrative and preparatory activities such as inspecting personal equipment and uniform, inspecting video and audio equipment (e.g., body cam, body mic), maintaining firearm and vehicle, and attending roll call.
- Conducts routine patrol activities such as patrolling high-problem areas to provide a police presence, observing persons and vehicles for unusual or suspicious behavior, monitoring businesses and public places for criminal activity, enforcing state laws and local ordinances, and assisting the public as needed.

- Responds to calls for service by listening to radio transmissions for emergency or non-emergency information, determining the appropriate actions to take to respond to an incident, evaluating the scene en route and upon arrival, and notifying appropriate parties (e.g., back up, investigators, property owners, etc.).
- Manages crime, incident, and accident scenes by ensuring safety of self, others, and property, maintaining the integrity of the scene, relaying information to dispatch, searching the scene for evidence, and determining what additional resources are needed.
- Investigates incidents and occurrences by interviewing appropriate parties (e.g., witnesses, victims, complainants) and compiling facts of incidents using available information and resources.
- Apprehends and arrests suspects by determining probable cause for arrest, providing verbal commands to person(s) engaged in criminal activity, searching suspects, providing suspects with required information (e.g., Miranda Rights, officer's authority), identifying suspects, gaining physical control of suspects, transporting suspects to jail, and completing the booking process.
- Handles hazardous situations by alerting the appropriate emergency response agency(ies), evacuating persons, identifying hazardous materials, notifying dispatcher, and establishing and maintaining a perimeter until the situation has been resolved.
- Enforces and regulates traffic and motor vehicle rules by monitoring for traffic law infractions, pulling over vehicles in violation of laws, verifying driver and vehicle identification, observing driver and passenger behavior, administering field sobriety tests, and issuing warnings and citations to drivers.
- Renders medical assistance by evaluating the scene, assessing the condition of an individual, providing first aid, requesting medical emergency personnel, and transporting individual to hospital or jail if needed.
- Deals with juveniles by placing juvenile under investigating detention or custody, notifying guardians, dispersing congregated juveniles and providing police presence, and transporting juveniles to appropriate locations as needed.
- Handles disputes and conflicts by observing the parties present, separating parties, restraining parties when necessary, interviewing parties, taking written statements and photographs of injuries, and providing parties with information to resolve the conflict.
- Controls crowds by establishing police lines, observing the behavior of participants, ensuring groups have valid permits, maintaining control using verbal commands and physical force as needed, ensuring state laws and local ordinances are adhered to, and requesting backup resources as necessary.
- Completes reports (e.g., incident, evidence, arrest, activities) and written documentation (e.g., summons, notes for other officers) and forwards to chain of command and appropriate parties.
- Performs court-related activities such as keeping track of court dates, reviewing documentation and revisiting incident scene to refresh memory, explaining details of case to attorneys, presenting testimony, and answering questions under oath.

- Cooperates with and makes referrals to other agencies (i.e., federal, state, and local) by submitting information to appropriate authorities, determining the circumstances of incidents, initiating notifications (e.g., stolen car, missing person) to other units and/or jurisdictions, and participating in joint actions with other law enforcement agencies.
- Interacts with the public and performs community relation activities such as contacting friends and/or families of victims, responding to citizen requests for assistance, communicating with business owners in patrol area, interacting with local parties (e.g., officials, school principals, citizen groups, civic associations) to discuss police services and/or criminal activity, and conducting presentations to local groups to promote public safety.
- Works as a team with other officers by informing responding officers of scene information (e.g., location, potential or known hazards), coordinating actions on scene, ensuring self and other officer safety, and reporting incident information so other officers are informed.
- Participates in training activities by completing basic and advanced technical skills trainings, staying abreast on laws, policies, and procedures, maintaining APOST certification, and participating in physical fitness activities.
- Maintains jails and inmates in custody by ensuring inmate safety and well-being, transporting inmates, and searching inmates and jail for weapons and unauthorized objects.

Police Officers/Deputy Sheriffs are responsible for maintaining law and order and protecting life and property by responding to emergency calls and patrolling the city, enforcing criminal and traffic laws, and investigating criminal activity. Employees in this job class are exposed to elements of personal danger, and officers must be able to act without direct supervision and exercise judgment in responding to emergency situations while staying with departmental policies and procedures. Police Officers/Deputy Sheriffs require substantial knowledge of law enforcement methods and state legal codes in order to perform their primary duties. Employees receive work assignments and instructions from a Police/Sheriff's Sergeant who reviews work methods and results through reports, inspections, and observation of results. Night and weekend shifts will be required.

The Police Officer/Deputy Sheriff job class is a Grade 17 position and is located in numerous jurisdictions within the Merit System. The salary ranges for Police Officer/Deputy Sheriff in the jurisdictions within the Merit System are available at <http://www.pbjcal.org/employment/schedules.aspx>.

The PBJC Physical Ability Test

As part of the hiring process for the Police Officer/Deputy Sheriff job, all Personnel Board of Jefferson County (PBJC) merit system city police departments as well as the Jefferson County Sheriff's Office require applicants to complete a physical ability test prior to extending any offers of employment. This physical ability test replicates the test that new recruits must pass at police academy to become certified as a law enforcement officer by Alabama Peace Officers Standards and Training (APOST) Commission. In an effort to increase the efficiency of the hiring process for departments, the Personnel Board will administer a physical ability test to all applicants and share

the results of that test with our city police departments and the Jefferson County Sheriff's Office. **All applicants are required to complete the PBJC physical ability test before their name will be placed on the register and sent to hiring departments.**

The PBJC has prepared this guide to acquaint Police Officer/Deputy Sheriff applicants with the testing procedures for the PBJC physical ability test. All applicants who meet the Police Officer/Deputy Sheriff minimum qualifications will receive an email invitation with information regarding the process to register to take the PBJC physical ability test. The physical ability test will be offered at least once a month at varying locations throughout Jefferson County. Police Officer/Deputy Sheriff applicants will need to register for a time to take the physical ability test. All available physical ability test dates, times, and locations will be listed online. Additional dates, times, and locations will be available for registration as they are confirmed and applicants may access the registration system to view additional testing information.

The PBJC physical ability test is not designed be a pass/fail test, but is intended to record your performance on each of the events to share with hiring agencies within the Jefferson County Merit System The academy's standards for these events are described below and your performance on each event will be recorded. Since your performance on the test will be issued to the law enforcement agencies, better performance will likely lead to increased interest from hiring departments. **If you do not participate in the physical ability test, your application will be considered incomplete and your name will not be issued to the departments.** Your name will still be shared with departments even if you do not meet one or more of the standards for the physical ability test.

Physical Ability Test Description and Standards

Event 1 – Timed Push-ups

On the "Get Ready" command, the applicant will assume the front-leaning rest position (push-up) with the arms straight, elbows locked, hands about shoulder width apart, and palms placed on the floor. The feet may be together or up to twelve (12) inches apart. The body should be essentially straight when viewed from the side, from the shoulders to the ankles.

On the "Start Push-Ups" command, the applicant will begin the push-up by bending the elbows and lowering his/her entire body until the chest touches the plate placed underneath (the upper arms should be parallel to the ground at this point).



The applicant will return to the starting position by raising his/her entire body until the arms are fully extended. The applicant may rest in the up (elbows locked) position only. The body must remain in a generally straight line and as a single unit for the entire repetition.

Failure to keep the body straight or to properly lower the entire body until the chest touches the plate or allowing any part of the body other than the hands or feet to touch the ground will be defined as an incorrect movement and those push-ups will not be counted. The total amount of proper push-ups performed in the time allotted will be documented and placed on the applicants record.

Applicants will have sixty (60) seconds to complete twenty-two (22) push-ups.

After a minimum five (5) minute rest, applicants will begin the timed sit-up event.

Event 2 – Timed Sit-ups

On the "Get Ready" command the applicant assumes the starting position by lying flat on his/her back with knees bent at forty-five (45) degrees. The feet may be together or up to twelve (12) inches apart, resting on the ground and may be stabilized by weights the applicant will place his/her feet under. The applicant's fingers must be interlocked behind his/her neck or head.



On the "Start Sit-Ups" command, the applicant will begin raising his/her upper body to the up position with elbow touching knees. The applicant will lower their body until the upper portion of the back (shoulder blades) touches the mat. The head, hands, arms, and elbows do not have to touch the ground.

The up position is the only authorized rest position. Failing to reach the up position, failing to keep the fingers locked behind the neck or head, arching or bowing the back and raising the buttocks off the ground to raise the upper body, or allowing feet to leave the floor will result in incorrect movements. Incorrect movements will not be counted.

Applicants have sixty (60) seconds to complete twenty-five (25) sit-ups.

After a minimum five (5) minute rest, applicants will begin the timed 1.5 mile run.

Event 3 – 1.5 Mile Run

At the start, all applicants will be lined up behind the starting line, on a flat, level course. Applicants will be instructed to complete the 1.5 mile run and listen to their finish time. On the "Go" command, the timing clock will be started and the applicants will begin running at their own pace.

A test administrator timing the event will call off the time in minutes and seconds as applicants approach the finish line. Each applicant's time will be recorded after s/he passes through the finish line.

Do not deviate from the course. Do not touch any other applicant during the course. If you feel faint, pain, dizziness, weakness, sustain an injury, or otherwise feel that you cannot complete the test, immediately stop and signal for a test administrator.

Applicants must run 1.5 (one and a half) miles within a time of 15:28 (fifteen minutes and twenty-eight seconds).

Performance on each event (i.e., the number of push-ups and sit-ups completed and time for the run) will be recorded and shared with hiring departments for all who complete the PBJC physical ability test. If you do not meet all of the standards for the physical ability test events, you may register to retest at a later date to improve your performance. If you meet the standards for all three (3) events, you will not be allowed to retake the test.

Test Dates and Locations

The PBJC will administer the physical ability test at least once a month at various locations throughout Jefferson County. As dates, times, and locations are confirmed, they will be made available for applicants through the online test registration system. Candidates should follow the instructions in their test invitation email to login to the test registration system to view and select a physical ability test date, time, and location. Please be sure to save your test registration login information in case you need it for future use.

The location of the PBJC physical ability test will rotate each month, so please pay close attention to the location you select on your desired test date and record the address of your selected location. All test locations will have ample free parking available. All physical ability testing will be completed outside, so it is important you dress appropriately for the weather conditions.

Weather Cancellations

All physical ability testing will take place outside and will be administered even if there is light rain. Alabama weather can change rapidly, so there may be times when the weather conditions are not favorable for testing. When the weather conditions are such that the PBJC needs to cancel testing to ensure the safety of PBJC staff and applicants, the PBJC will **email all registered applicants to alert them of the cancellation**. Although email will be the primary form of communicating cancellations, applicants may call the PBJC Inclement Weather Line at 205-279-3535 for current closings or delays.

If you are not comfortable with the weather conditions on the day of your test, you may log in to the test registration system and reschedule your test date. You will not be penalized for not showing-up, but your name will not be shared with hiring departments until you have completed the PBJC physical ability test.

General Test Taking Tips

Wear proper clothing. Dress for the season; ensure you are wearing the proper clothing and footwear to complete the run. In the summer, shorts and t-shirt may be most appropriate whereas in the winter sweatpants and sweatshirt may be best. Be sure to wear running or athletics shoes with laces.

Stay hydrated. Ensure you are fully hydrated, particularly in hot conditions. Drink regularly in the days leading up to the test, particularly in the 12 hours prior to testing. Be sure to bring plenty of water to the test with you.

Eat breakfast/lunch. You will perform better when your body is properly nourished and has the fuel needed to perform the required events. Do not skip breakfast/lunch the day of the test. You will want to have food to ensure you have enough energy; however, do not eat too much too close to test time.

Come prepared. Know when and where you are scheduled to take the test. Verify the location and address for the test date you selected. The test will be held at different locations each month so it is important you know where the test is being administered. Also remember to **bring your valid driver's license** and arrive early to allow adequate time for parking at the test facility.

Prepare ahead of time. Practice doing push-ups and sit-ups and see how long it takes you to run 1.5 miles to gauge your current fitness level. Do not let the physical ability test be your first attempt to participate in these exercises for your own safety. If you are not close to meeting the standards, research different resources to help you get fit enough to meet the standards.

Be smart. Do not participate in the test if you have experienced an injury or illness that could worsen as a result of your participation. Do not participate in the test if you are unwell or not in good general health.

Listen to all instructions. Listen to all instructions from the test administrator(s). You want to make sure you understand what is required of you for your safety and the safety of others. If you cannot hear or understand the instructions, notify a test administrator.

Do not disturb yourself or others. Communication devices (e.g., cell phones, Bluetooth) are not permitted at the testing site, so do not bring them. If you bring a cell phone or other electronic device, you will be asked to return it to your car.

Stay relaxed and confident. Do not let yourself become anxious. If you feel anxious before or during a test, take several slow, deep breaths to relax. Do not get worried or frustrated. Remember this portion is not pass/fail; you just have to complete it. Your results will allow you to gauge your current fitness level.

Have a positive attitude. Approach the test as you would approach a difficult task. It might be tough, but you can do it! A positive attitude goes a long way toward success.

Get plenty of rest. You should get to bed early the night before the test. Remember, your brain and body need sleep to function well.

Informed Consent to Participate in the PBJC Physical Ability Test

On the next page is an informed consent and liability waiver that you will be required to sign in order to participate in the PBJC physical ability test for Police Officer/Deputy Sheriff. Please read the entire waiver. The waiver has been provided in this guide so you can take your time reading all the points and fully understand all of its contents. PBJC staff will be available to answer any questions you may have. **You will sign the waiver on site at the physical ability test.** If you do not sign the waiver at the physical ability test, you will not be able to participate.

I, _____, hereby agree to the following:

1. I acknowledge that I have reviewed the materials provided to me regarding the activities required to complete the Police Officer/Deputy Sheriff physical ability test.
2. I recognize that the Police Officer/Deputy Sheriff physical ability test requires vigorous physical activity and exertion that may be strenuous and may cause physical injury, I am fully aware of the risks and hazards involved.
3. I understand that it is my responsibility to consult with a physician prior to and regarding my participation in the Police Officer/Deputy Sheriff physical ability test. I represent and warrant that I am physically fit and I have no medical condition that would prevent my full participation in this test.
4. In consideration of being permitted to participate in the Police Officer/Deputy Sheriff physical ability test, I voluntarily and knowingly agree to assume full responsibility for any risks, injuries or damages, known or unknown, which I might incur as a result in participating in the Police Officer/Deputy Sheriff physical ability test and acknowledge my informed consent to do so.
5. I acknowledge that it is my responsibility to inform Personnel Board staff of any medical issues or injury that may arise during the Police Officer/Deputy Sheriff physical ability test and consent to emergency medical treatment, if necessary. I acknowledge that any medical treatment administered is my personal financial responsibility.
6. In further consideration of being permitted to participate in the Police Officer/Deputy Sheriff physical ability test, I knowingly, voluntarily and expressly waive any claim I may have against the authorized test administrators, the Personnel Board of Jefferson County and its employees, agents or representatives, and the City of _____ and its employees, agents or representatives, for damages and injury, including death, resulting from my participation in this test.
7. I, my heirs, assigns, spouse and legal representatives forever release, hold harmless, waive, discharge and covenant not to sue the authorized test administrators, the Personnel Board of Jefferson County and its employees, agents or representatives, or the City of _____ and its employees, agents or representatives, for any injury or death caused by my voluntary participation in the Police Officer/Deputy Sheriff physical ability test.
8. I understand and agree that this waiver and release is intended to be as broad and inclusive as permitted by the laws of Alabama and that if any portion is held invalid, I agreed that the balance will remain in full legal force and effect.

I have read the above release and waiver of liability and fully understand its contents. I voluntarily agree to the terms and conditions stated above. This agreement remains in effect for as long as I participate in the Police Officer/Deputy Sheriff physical ability test.

What to Bring to the Test

You should bring a VALID DRIVER'S LICENSE in order to check-in on the day of the test. When you check in, PBJC staff will ensure your license is valid (i.e., non-expired) and you are at least 19 years of age. **You will NOT be permitted to take the test unless you have a valid driver's license.**

Be sure to bring plenty of water and wear the appropriate clothing, especially footwear to participate in the physical ability test.

After the PBJC Physical Ability Test

You will receive the results of your physical ability test events before you leave the test site. Completion of the PBJC physical ability test allows your name to be added to the eligible register for Police Officer/Deputy Sheriff. The results of your physical ability test will be provided to the departments. If you did not meet the standards, you will be able to retake the test at a later date to improve your numbers. Your name will remain on the register for one (1) year. After one (1) year, your name will be removed from the register and you will have to reapply and retake the physical ability test to be placed back on the register.

Names of eligible applicants are sent to departments with vacancies throughout the Merit System. Vacancies may become available in any of the departments at any time throughout the year. The names of all applicants that have completed the PBJC physical ability test will be sent to each jurisdiction for employment consideration for any Police Officer/Deputy Sheriff vacancies in that jurisdiction. Each jurisdiction makes the final hiring decision based on additional screening. Departments may schedule interviews, conduct background checks, conduct criminal record checks, administer polygraph tests, or complete other procedures to review applicants. You may also be required to complete a physical agility test (obstacle course – see website shared in the police academy section of this guide) at the discretion of the department.

The department may contact you to schedule further screening, so please keep your phone number, email, and address current. If at any time you have a **change of address, email, or phone number**, you must update your contact information in the Personnel Board's application system to ensure you are receiving all relevant communication. You may update your contact information online at www.JobsQuest.org (select login from the column on the left). Once you have accessed the application system, click on the cloud in the upper right-hand corner of the screen. Next, select View Profile, then the Contact Tab and edit your information.

About the Police Academy

If you are selected and hired by one of the jurisdictions to become a Police Officer/Deputy Sheriff, the jurisdiction will send you to a Police Academy. You **MUST** be certified by the Police Academy before you may serve as a Police Officer/Deputy Sheriff. Prior to certification as a law enforcement officer, applicant shall complete the required course of training established by Alabama Peace Officers Standards and Training (APOST) Commission. Applicants will be required to complete a physical examination prior to attempting the physical ability and agility tests at academy. Also,

each applicant shall submit to a comprehensive psychological evaluation by a Licensed Behavioral Health Professional with experience in conducting Psychological Testing and Evaluations.

For information about the Police Academy, visit the APOSTC website at www.apostc.state.al.us. For detailed information about the APOSTC Physical Agility/Ability Test required by the Academy here: <https://www.apostc.alabama.gov/wp-content/uploads/2019/12/PAAT-Script-STUDENT-HANDOUT.pdf>

Contact Information

Should you have any questions or concerns regarding this material or the examination process, please contact any of the individuals listed below.

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PBJC Inclement Weather Line
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