



TO: Police Applicant

FROM: City of Paducah
Human Resources Department

SUBJECT: Physical Agility and Written Exams

Enclosed you will find all information necessary to complete the application process to the City of Paducah for employment as a police officer.

If you applied using the City's online application system, you will need to upload the following documents and attach them to your original profile. PLEASE NOTE that the Human Resources Department will not receive these documents unless you REAPPLY. You must go into the system and apply again.

1. A certified copy of your birth certificate or passport showing that you are at least 21 years of age;
2. Documentation that you possess a minimum of 60 credit hours from an accredited college, community college or vocational school; or a high school diploma or GED and proof of one year of sworn, full-time law enforcement experience or two years of full-time military service;
3. A copy of your driver's license; and
4. Documentation that you are a citizen of the United States, if not confirmed by your birth certificate.

YOUR APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE ACCEPTED WITHOUT THESE DOCUMENTS. Failure to provide these documents with your application will make you ineligible to test. Completed applications received after the application deadline will be placed in the next scheduled testing session.

If your application is complete (with the necessary documents attached), you will be placed on the list for the next testing session. We will notify you when the next test date is scheduled.

The testing process will begin with the Physical Agility test. Applicants who fail the Physical Agility test will be ineligible to take the written examination at 12:45 p.m. the same day. The Physical Agility test process will begin **promptly at 8 a.m.** You should report no later than 7:45 a.m. to the training room of the Paducah Police Department, 1400 Broadway, for sign-in and weighing. **No one will be admitted for testing after 8 a.m.**

After sign-in and weighing, you will be responsible for transportation to where the Physical Agility test will be administered. Please dress comfortably. You may wear sweats, shorts or other appropriate attire. The test will take approximately four hours.

Attached is a medical examination form that must be completed and signed by a physician of your choice. The form lists the activities that make up the Physical Agility test. Your physician must verify that you are physically capable of performing these activities without any medical problems.

You **MUST** bring this form with you to the Paducah Police Department for the physical agility test or attach the form to your application. **WITHOUT IT, YOU WILL NOT BE ALLOWED TO TAKE THE PHYSICAL AGILITY TEST.**

Also attached is a list of requirements and disqualifiers for the position of police officer with the City of Paducah. Read it carefully and make sure before applying that you meet all requirements and that none of the disqualifiers apply to you.

WRITTEN EXAMINATION:

The written examination will be given at 12:45 p.m. in the training room of the Paducah Police Department. **You must be on time.**

The examination includes four sections. The four sections are: mathematics, reading comprehension, grammar and incident report writing. A comprehensive score of 70 is required to pass the examination. The exam will last approximately 1-1½ hours.

PLEASE KEEP THIS LETTER AS A REFERENCE



PADUCAH POLICE DEPARTMENT
1400 Broadway • P.O. Box 2267
Paducah, KY 42002-2267

COMPLETED EMPLOYMENT APPLICATIONS MUST BE ACCOMPANIED BY:

1. A certified copy of your birth certificate or passport showing that you are at least 21 years of age;
2. Documentation that you possess a minimum of 60 credit hours from an accredited college, community college or vocational school; or a high school diploma or GED and proof of one year of sworn, full-time law enforcement experience or two years of full-time military service;
3. A copy of your driver's license; and
4. Documentation that you are a citizen of the United States, if not confirmed by your birth certificate.

REQUIREMENTS FOR APPOINTMENT AS A POLICE OFFICER

1. Must be a citizen of the United States and be at least twenty-one (21) years of age.
2. Must possess minimum educational requirement of 60 credit hours from an accredited college, community college or vocational school; or a high school diploma or GED and one year of sworn, full-time law enforcement experience or two years of full-time military service.
3. Service in a National Guard or Reserves unit will be considered on a case-by-case basis.
4. Must possess a valid operator's license and be able to operate a motor vehicle.
5. Must successfully undergo a fingerprint check through the Kentucky State Police (KSP) and the Federal Bureau of Investigation (FBI).
6. Must be able to identify the colors red, green and yellow.
7. Must have standard visual acuity: Without correction, not less than 20/40 in one eye and 20/100 in the other eye; with correction, not less than 20/20 in one eye and 20/40 in the other eye.
8. If served in the military, must possess a conditional or an honorable discharge.
9. Must be able to read, write, speak and understand the English language.
10. Must submit to and pass a medical examination.
11. Must submit to and pass a drug screen.
12. Must submit to and pass a background investigation, which shall include a credit check.
13. Must submit to and pass an interview process.
14. Must pass a pre-employment physical fitness screening.
15. Must pass required physical fitness standards as specified in the Peace Officers Professional Standards (POPS).
16. Must pass a psychological examination.
17. Must submit to a polygraph examination.

REASONS FOR DISQUALIFICATION

Police officer applicants may be disqualified at any time during the selection process when it is determined that such applicant is not qualified or suitable for the job, pursuant to this policy and state and federal law.

The following criteria are designed to serve as guidelines to assist in determining disqualification. The criteria listed below in no way limit or bar the City from rejecting an applicant for any other reason that deems him/her as unqualified or unsuitable for employment. The criteria listed below are not applicable if a candidate was a juvenile at the time of occurrence. However, a consistent record of illegal behavior as a juvenile may disqualify a candidate if the behavior was within the last 10 years.

1. A candidate who has been convicted of or has entered an Alford plea to a felony will be found unsuitable for employment. A candidate who has been convicted or has entered an Alford plea to a Class A misdemeanor or two (2) or more Class B misdemeanors within the last 10 years will be found unsuitable for employment.
2. A candidate who has used or possessed any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position that carries with it a high level of responsibility or public trust, will be found unsuitable for employment.
3. A candidate who is discovered to have misrepresented, falsified or made omissions pertaining to his/her drug history in completing all forms used in the application process will be found unsuitable for employment.
4. A candidate who has trafficked in any illegal drug at any time could be found unsuitable for employment. In these instances, each case will be evaluated individually for specifics and investigated extensively. Typically, any activity of this nature committed as a legal adult will disqualify an applicant from the hiring process.
5. A candidate who has been convicted of or entered an Alford plea to a charge of driving under the influence within the last five (5) years will be found unsuitable for employment. Additionally, any candidate who has been convicted of or entered an Alford plea to driving under the influence more than one time in his/her lifetime will be found unsuitable for employment.
6. A candidate who has used any illegal drug (including anabolic steroids) other than marijuana more than one time/dose/usage within the last 10 years may be found unsuitable for employment. In these instances, each case will be evaluated individually for specifics and investigated extensively. Typically, any activity of this nature committed as a legal adult will disqualify an applicant from the hiring process.
7. A candidate who has used marijuana within the past three (3) years will be found unsuitable for employment.
8. A candidate who has a consistently unacceptable record in the operation of a motor vehicle (i.e. three or more at-fault collisions or three or more moving violations in the last five years) will be found unsuitable for employment. However, these incidents may be evaluated on a case-by-case basis.
9. A candidate who has not completed or cooperated with any one or more portions of the application process, or has not made himself/herself available for any one or more portions of the selections process, will be found unsuitable for employment.
10. A candidate who has falsified, misrepresented or withheld relevant or pertinent information during the application/selection process will be found unsuitable for employment.
11. A candidate who has demonstrated dishonesty in any one or more portions of the application/selection process will be found unsuitable for employment.
12. A candidate who has used or attempted to use bribery to secure advantage in selection or appointment will be found unsuitable for employment.
13. A candidate who has demonstrated moral turpitude or a lack of sobriety or integrity will be found unsuitable for employment.
14. A candidate must not be prohibited by federal or state law from possessing a handgun.
15. A candidate must not have had certification as a peace officer permanently revoked in another state.
16. A candidate who has shown repeated failures to meet obligations of indebtedness will be found to be unsuitable for employment. The frequency of bad debt, the amount of indebtedness and the candidate's history of attempting to pay the debt will factor into this disqualifier.
17. A candidate who has otherwise not met or has violated provisions of these rules, applicable law and/or applicable policy will be found unsuitable for employment.

PADUCAH POLICE DEPARTMENT

Medical Examination Form

This form, fully completed, is required prior to administration of Peace Officers Professional Standards physical fitness testing to an applicant by certified Paducah Police Department personnel.

EXAMINING MEDICAL DOCTOR MUST READ CAREFULLY

Below are the tests to be administered, the actions the tests measure and the minimum scores required:

- **1 Repetition Maximum (RM) Bench Press:** Measures the individual's upper body strength to make maximal efforts against a resistance, which is important for performing physical tasks that require lifting, carrying and pushing. Minimum Score: 64% of body weight
- **1.5 Mile Run:** Measures the individual's cardiovascular system as it relates to performing job tasks such as foot pursuits and long term use of force situations. Minimum Score: 17:12
- **300 Meter Run:** Measures the individual's ability to make short intense bursts of effort, which is important for performing job tasks such as short sprint pursuit situations. Minimum Score: 65 seconds
- **1 Minute Sit-ups:** Measures the individual's capability to make repeated muscular contractions with the abdominal area without getting fatigued, which is important in many tasks involving lifting, pulling and dragging. Minimum Score: 18
- **Consecutive Push-ups:** Measures the individual's capability to make repeated muscular contractions with the upper body without getting fatigued, which is important for many use-of-force job tasks. Minimum Score: 20

EXAMINING PHYSICIAN STATEMENT:

After having read the above descriptions, I have examined _____ on this
(Print Applicant's Name)
_____ day of _____, 20____. I am hereby releasing him/her to participate in the physical activities set forth
above.

MD or DO ONLY

Signature of Examining Medical Doctor or Doctor of Osteopathy (In Ink)

Date of Examination

Printed Name of Examining Medical Doctor or Doctor of Osteopathy

Address

City, State and Zip Code

Telephone Number

APPLICANT'S ENDORSEMENT

I understand the nature and extent of the physical activities required as part of the testing procedures conducted by the Paducah Police Department. I hereby assume any and all risks for injuries that may occur due to participating in the physical activities required as part of the testing procedures.

Applicant's Signature

Social Security Number

Date

This physical examination must be completed no more than 60 days prior to administration of the Paducah Police Department's physical fitness test. This form must be received by the Paducah Police Department prior to testing.



Benefits & Requirements

All Applicants Must:

- Possess a minimum of 60 credit hours from an accredited College, Community College, or Vocational School; OR a high school diploma or GED and proof of one year of sworn, full-time law enforcement experience or two years of full-time military service.
- Be a U.S. citizen at least 21 years of age.
- Pass a written test and physical agility test.
- Have no felony convictions.

Benefits:

- 10 paid holidays
- 15 days vacation first year, increasing with years of service
- Annual uniform allowance
- Take-home car program
- Retire at 25 years of service
- After first year, salary with benefits and Bachelor's degree: \$61,364
- Certified officers may receive up to five years' service credit (up to \$65,545 per year with benefits)

Physical Agility Exam Requirements:

- **1 Repetition Maximum Bench Press:**
Individual must lift 64% of their body weight one time.
- **1.5 Mile Run:**
Individual must complete a run of 1.5 miles in 17 minutes, 12 seconds.
- **300 Meter Run:**
Individual must complete a sprint of 300 meters in 65 seconds.
- **Consecutive Push-ups:**
Individual must perform 20 consecutive push-ups using proper body technique.
- **1 Minute Sit-ups:**
Individual must complete 18 sit-ups in one minute using proper body technique.

For further information concerning the Physical Fitness Test, please click on the link below.

https://docjt.ky.gov/forms/KLEC/2009/POPS%20physical%20agility%20brochure_9-23-09_v10a1.pdf