



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 with 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. A copy of your driver's license; and
3. Documentation that you are a citizen of the United States, if not confirmed by your birth certificate.
4. You will also need to provide one of the following:
  - Documentation that you possess a minimum of 60 credit hours from an accredited college, community college or vocational school.
  - A high school diploma or GED and proof of one of one year of sworn, full-time law enforcement experience.
  - A high school diploma or GED and proof of two years of full-time military service.
  - A high school diploma or GED and an employer verification letter indicating four consecutive years of full time (40 hours or more a week) work experience with the same employer ("Four consecutive years employment" must be within five years of date of application).

**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. The Physical Agility test process will begin **promptly at 8 a.m.** You should report no later than 7:45 a.m. to the lobby 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, physician assistant or nurse practitioner 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 administered in the training room of the Paducah Police Department. A Human Resources or Paducah Police Department representative will provide you with a start time for the test. **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.

## **Physical Agility Test**

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

**PLEASE KEEP THIS LETTER AS A REFERENCE**



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

**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 requirements of 60 credit hours from an accredited college, community college or vocational school; or a high school diploma or GED and one of the following:
  - a) One year of sworn, full-time law enforcement experience
  - b) Two years of full-time military service (Service in the National Guard or Reserves will be considered on a case-by-case basis)
  - c) Four consecutive years of full time (40 hours or more a week) work experience with the same employer ("Four consecutive years employment" must be within five years of date of application).
- 3) Must possess a valid operator's license and be able to operate a motor vehicle.
- 4) Must successfully undergo a fingerprint check through the Kentucky State Police (KSP) and the Federal Bureau of Investigation (FBI).
- 5) Must be able to identify the colors red, green and yellow.
- 6) Must have standard visual acuity: Corrected vision should be at least 20/30 for both eyes together. Uncorrected vision for those who wear glasses should not be worse than 20/100 for both eyes together. Candidates who wear soft contact lenses, should have uncorrected vision not worse than 20/200 in both eyes together.
- 7) If served in the military, must possess a conditional or an honorable discharge.
- 8) Must be able to read, write, speak and understand the English language.
- 9) Must submit to and pass a medical examination.
- 10) Must submit to and pass a drug screen.
- 11) Must submit to and pass a background investigation, which shall include a credit check.
- 12) Must submit to and pass an interview process.
- 13) Must pass a pre-employment physical fitness screening.
- 14) Must pass required physical fitness standards as specified in the Peace Officers Professional Standards (POPS).
- 15) Must pass a psychological examination.
- 16) 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
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### 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.

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Signature of Examining Medical Doctor or Doctor, Physician Assistant or  
Nurse Practitioner (In Ink)

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Date of Examination

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Printed Name of Examining Medical Doctor, Physician Assistant or Nurse  
Practitioner

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Address

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City, State and Zip Code

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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.

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Applicant's Signature

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Social Security Number

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Date

**This physical examination must be completed no more than 60 days prior to administration of the Paducah Police Department's physical fitness test. You must bring this form with you to the Paducah Police Department for the physical agility test or attach the form to your application.**