



Public Safety Recruitment  
1127 S. Mannheim Rd., #203  
Westchester, IL 60154  
[www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com)  
[info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com)  
800-343-HIRE

## VILLAGE OF WESTMONT POLICE OFFICER APPLICANT INSTRUCTIONS

### To apply:

- 1) Visit [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com) to complete the Online Application for the position of **Police Officer**. Your online application must be confirmed no later than 12 noon on Friday, April 13, 2007. You will receive a confirmation number when you complete your online application. Save this number for your records.
- 2) **Return the signed Release Forms and Other Required Documents (See CHECKLIST) to Public Safety Recruitment** (1127 S. Mannheim Rd., #203 Westchester, IL 60154 Attn.: WPD) no later than 12 noon on Friday, April 13, 2007. Applications received after 12 noon on Friday, April 13, 2007 will not be accepted. Faxed release forms will NOT be accepted. Sending release forms and other required documents via traceable carrier is suggested to ensure timely delivery. Documents may also be delivered by hand to Public Safety Recruitment during business hours. Call 800.343.HIRE or email [info@publicsafetyrecruitment.com](mailto:info@publicsafetyrecruitment.com) with questions.

### Minimum Requirements:

- \$25.00 non-refundable application fee
- U.S. Citizenship
- No Felony Convictions
- High School Diploma or GED
- Valid Driver's License
- 21 to under 35 years of age as of April 13, 2007 unless otherwise exempt by Statute
- Residency required within DuPage County OR counties contiguous to DuPage County, which include Cook County, Kane County, Kendall County, and Will County by the end of 18 month probationary period
- Submission of Online Application and requested documentation (see CHECKLIST) by noon on April 13, 2007

### Orientation and Testing:

The MANDATORY ORIENTATION meeting will start promptly at 9:00 A.M. on Saturday, **April 28, 2007** in the Auditorium of Westmont Senior High School, 909 Oakwood Drive, Westmont, Illinois 60559. Any candidate arriving after 9:00 A.M. will NOT be admitted—no exceptions. Please arrive at 8:30 A.M. with your valid driver's license for check in. Testing consists of a physical ability test (see Candidate Preparation Guide) and a written exam.

### Preference Points:

Candidates on the Initial Eligibility List may apply for preference points. To qualify, you must have one of the following:

- 1 year of net active military service with honorable discharge
- Associate's Degree in Criminal Justice or Law Enforcement
- Bachelor's Degree in any field
- Certification from the Illinois Local Governmental Law Enforcement Officers Training and Standards Board

You may apply for and receive a maximum of 5 preference points. Information on when to submit Preference Point Claim Forms will be announced at orientation.

### Salary:

Starting salary for a Non-Certified Officer: \$52,233.33

Salary after 3 years: \$66,494.41

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**If you do not attend or do not complete any portion of the testing process, you will not be eligible for employment.**

# **CHECKLIST**

## **WESTMONT POLICE DEPARTMENT**

### **Online Application**

Deadline: Noon on April 13, 2007

☐ **CONFIRMED** at [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com). WRITE YOUR CONFIRMATION NUMBER HERE: \_\_\_\_\_  
(The confirmation page immediately follows the references section of the online application)

### **Release Forms** (see pages 1-19)

Deadline: Noon on April 13, 2007

\*No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include *adult* family members and friends.

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|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Consumer Reports*</li><li><input type="checkbox"/> Alcohol, Drug and Substance Abuse Screening*</li><li><input type="checkbox"/> Behavior Profile*</li><li><input type="checkbox"/> Credit History*</li><li><input type="checkbox"/> Criminal History Information/ Fingerprint*</li><li><input type="checkbox"/> Driving Record*</li><li><input type="checkbox"/> Employment Past &amp; Present*</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> High School, College, University Diploma*</li><li><input type="checkbox"/> Medical Records*</li><li><input type="checkbox"/> Personal Information Release to Municipality*</li><li><input type="checkbox"/> Written Examination*</li><li><input type="checkbox"/> Physical Ability Test*</li><li><input type="checkbox"/> Village of Westmont Form 1-L*</li><li><input type="checkbox"/> Village of Westmont Form 1-J*</li><li><input type="checkbox"/> Village of Westmont Questionnaire*</li><li><input type="checkbox"/> Physical Fitness Certificate*<br/>(doctor's signature required)</li></ul> |
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### **Other Required Documents**

Deadline: Noon on April 13, 2007

- ☐ **COPY High School Diploma or GED** (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead is acceptable, COLLEGE DIPLOMA/TRANSCRIPTS NOT ACCEPTABLE )
- ☐ **COPY valid Driver's License** (copy of front and back if you received a renewal sticker)
- ☐ **COPY Birth Record** READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. To be verifiable, it must be possible to contact the regulatory authority to confirm the authenticity of the document.  
**ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED:**
  - Copy of **US Birth certificate** Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories (i.e.: State or County issued birth certificate). Hospital copy NOT accepted.
  - Copy of **VALID US Passport**
  - Copy of **Naturalization Papers**

**NOTE: A Preference Points Claim Form is included within this packet of Applicant Instructions.**  
**Information on when to submit Preference Point Claim Forms will be announced at Orientation.**  
**ALL OTHER REQUIREMENTS must be fulfilled by April 13, 2007 at noon unless otherwise noted.**

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will not be admitted to orientation or testing and you will be eliminated from employment consideration. I/O Solutions Inc., d.b.a. Public Safety Recruitment, is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents and have successfully CONFIRMED your online application by the deadline in order to be eligible to attend any portion of testing. You may drop your application documents off in person or by mail; however, all documents including your online application are due by the deadline as indicated.

**CALL 800.343.HIRE WITH QUESTIONS**

**DO NOT SUBMIT REQUIRED DOCUMENTS TO THE VILLAGE OF WESTMONT OR THE WESTMONT POLICE DEPARTMENT. PLEASE SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:**

**PUBLIC SAFETY RECRUITMENT**

**ATTN: WPD**

**1127 S. MANNHEIM ROAD, SUITE 203**

**WESTCHESTER, IL 60154.**

**PRINT:**

LAST NAME ..... FIRST NAME ..... SSN .....

**IMPORTANT NOTICE TO APPLICANT: PLEASE READ THIS NOTICE AND CONSENT FORM CAREFULLY BEFORE SIGNING. YOU WILL BE PROVIDED WITH A COPY OF THIS FORM AT ANY TIME UPON REQUEST**

**NOTICE AND CONSENT CONCERNING CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

This form, which you should read carefully, has been provided to you because I/O Solutions, Inc. (d.b.a. "Public Safety Recruitment") (hereinafter referred to as "the Company") or the Department(s) to whom you request the Company to forward your application (hereinafter referred to as "the Department(s)") may request consumer reports or investigative consumer reports. Any requests for consumer reports or investigative consumer reports from the Company will be made on behalf of any or all of the Department(s). The consumer reports or investigative consumer reports may then be reviewed by any or all of the Department(s).

For the benefit of the Department(s), the Company may perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Company, in whole or in part, at the Company's discretion. The Department(s) may also perform applicant background checks and employee investigations. These background checks and investigations may be performed by the Department(s), in whole or in part, at the discretion of the Department(s).

The Company's and Department(s)' background checks may also include the use of consumer reporting agencies to gather and report information in the form of consumer or investigative consumer reports regulated by federal law. Such reports, if obtained, will be prepared by consumer reporting agencies and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. Federal law defines a "consumer reporting agency" as any person (or entity) which for monetary fees, dues, or on a cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing reports to third parties. The Company is not a consumer reporting agency nor are the Department(s).

The types of reports that may be requested from consumer reporting agencies under this policy, include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances. Any information contained in such reports may be taken into consideration by the Department(s) in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Any information contained in such reports may be used for other purposes required by law or ethical business practices.

If the Company or Department(s) request(s) an investigative consumer report to be performed by a consumer reporting agency, as defined by federal law, you will receive a notice indicating that the report has been requested no later than three days after the request is made to the agency. This additional notice, if issued, will provide you with further information pertaining to federal law governing investigative consumer reports. You will not receive such a notice if the investigation is performed by the Company or a person or entity other than a consumer reporting agency.

If any adverse decision is made with regard to your application for employment or subsequent employment by a Department(s), based entirely or in part on the information contained in a consumer report or investigative consumer report prepared by a consumer reporting agency, the Department(s) are required to notify you and give you a copy of the report, as well as a summary of your applicable rights. If you have ever filed for bankruptcy, the Department(s) may not base an employment decision solely on this information.

Your consent is required by law before the Company or the Department(s) may obtain a consumer report or investigative consumer report from a consumer reporting agency pertaining to your submission of an application for employment with a Department. Your signature below indicates that you have carefully read and understand that the Company and the Department(s) may request and review a consumer report or investigative consumer report regarding you, consistent with this policy, in connection with your application for employment and that you consent to the release of such consumer reports or investigative consumer reports to the Company and the Department(s) for employment purposes, including any future decisions concerning your employment, promotion, reassignment or retention. You also consent to release of this information to the Company and the Department(s) for other purposes required by law or ethical business practices. Your signature additionally reflects your understanding that such consent will remain in effect indefinitely until you revoke it (cancel it) in writing, as described below.

Refusal to consent to a consumer report or investigative consumer report as required by this notice may result in rejection of an application, or withdrawal of an offer of employment.

## CONSENT STATEMENT

I have carefully read and understand this notice and consent form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or I/O Solutions, Inc. (hereinafter referred to as "the Company") (and thereby to the departments to whom I have requested the Company to forward my application (hereinafter referred to as "the Department(s)")). I further understand that this consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke my consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement below and returning it to the Company, at 1127 S Mannheim Rd, Suite 203, Westchester, IL 60154, or sending a signed letter or statement to the Company at the same address, indicating that I revoke my consent to the Company's obtaining consumer reports or investigative reports about me for employment purposes. I further understand that any and all information contained in my job application or otherwise disclosed to the Village of Westmont or to the Company by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Company and confirm that all such information is true and correct.

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Name of applicant (Printed)

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Social Security Number

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Applicant Signature

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Date

**REFUSAL OR REVOCATION OF CONSENT STATEMENT DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT**, OR WILL NO LONGER CONSENT TO THE VILLAGE OF WESTMONT OR THE COMPANY OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT OR OTHER PURPOSES.

I do not consent to the Village of Westmont, Village of Westmont Board of Police Commissioners or I/O Solutions, Inc. (hereinafter referred to as "the Company") obtaining consumer reports or investigative reports about me in connection with my employment or any other purposes. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after the Company receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of the Company who typically request consumer reports for the Company.

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Name of Applicant (printed)

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Applicant Signature

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Date

**DO NOT SIGN ABOVE UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT**

# ALCOHOL, DRUG AND SUBSTANCE ABUSE SCREENING

## CONSENT

I hereby consent for the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or I/O Solutions, Inc., or either of its authorized representatives to collect blood, urine or saliva samples from me and to conduct other necessary medical tests to determine the presence in my body or use by me of alcohol, drugs or controlled substances.

I understand that the presence of certain medications in my blood and/or urine may affect test results. To aid in the analysis of the test results I would like to inform the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners, I/O Solutions, Inc., and either of its authorized representatives that I have taken the following medications in the last seven (7) days:

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## RELEASE

I understand that release of my medical records by this written authorization will results in disclosure of these test results.

I hereby consent to the release of the test results and other relevant medical information to authorized representatives of the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the drug, alcohol and substance abuse screening or due to the disclosure of the test results as authorized herein by me.

Agreed to: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date\_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## **BEHAVIORAL PROFILE**

### **DISCLOSURE**

This is to inform you that in processing your application an investigation will be made whereby information is obtained from you which will be used for a Behavioral Profile. The tests, survey and interviews are designed to: measure your attitudes regarding drugs and alcohol, trustworthiness, and work; to predict your interpersonal skills, personality traits and motivations; and to predict your on the job mental abilities.

### **CONSENT FOR BEHAVIORAL PROFILE**

I hereby grant my consent for the I/O Solutions, Inc., or its authorized representative to conduct the necessary interviews and administer the necessary examinations to determine my Behavioral Profile.

### **RELEASE**

I understand that release of the results of my Behavioral Profile by this written authorization will result in disclosure of those test and survey results.

I hereby consent to the release of the test and survey results and other relevant information to authorized representatives of I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Police and Fire Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Behavioral Profile or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform the I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

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## CREDIT HISTORY

### DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from private credit reporting agencies as to your credit history. This investigative consumer report includes, if applicable, information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time to receive detailed information about the nature and scope of this investigation.

### CONSENT AND AUTHORIZATION TO INVESTIGATE CREDIT HISTORY

I hereby authorize and consent to a thorough investigation of my past and present credit history and disclosure of the results of that investigation to third parties. I understand that release of my past and present credit records by this written authorization will result in the disclosure of those records. I understand that this investigative consumer report can include, if applicable, information as to my character, general reputation, personal characteristics, and mode of living.

### RELEASE

I hereby consent to the release of the results of the investigation of my credit history and other relevant information to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present credit history and the disclosure of the results of that investigation as authorized by me.

I waive the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820 ILCS § 40/7(1). I also acknowledge that I have had the opportunity to discuss the importance of this waiver with legal counsel of my own choosing.

Agreed to: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_

Date\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date\_\_\_\_\_

Witness Name, printed

\_\_\_\_\_

Date\_\_\_\_\_

Witness Signature

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## CRIMINAL HISTORY INFORMATION / FINGERPRINT

### DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from Federal, State and local law enforcement agencies for any reportable criminal history information concerning you using your fingerprints. This information can include a record of any convictions, which are required by statute to be collected and maintained by government agencies.

### RELEASE

I agree to be fingerprinted by the Village of Westmont and acknowledge that these fingerprints will be used to investigate my criminal history and conviction record. I agree to and understand the release of the results of the investigation, to determine my criminal history information, will result in the disclosure of information concerning whatever criminal history exists regarding me to third parties.

I hereby acknowledge the results of the investigation to determine my criminal history will be released to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into my criminal history and the disclosure of any of that information.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

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## DRIVING RECORD

### DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained from the Secretary of State regarding your driving record. This information can include a record of your current driver's license issuance information (exclusive of information on judicial driving permits); convictions and orders entered revoking, suspending, or canceling your driver's license or privilege.

### RELEASE

I hereby acknowledge the results of the investigation of my driving record will be released to authorized representatives of the Village of Westmont or I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners and I/O Solutions, Inc. its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation into and the disclosure of my driving record.

Agreed to: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date\_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## EMPLOYMENT: PAST AND PRESENT

### CONSENT

I hereby consent to a thorough investigation of my past and present employment activities and agree to cooperate in such investigation. I hereby authorize my past and present employers to release the requested information and to comment on my work record.

### RELEASE

I understand that by this written authorization my past and present employment records will be disclosed to third parties.

I hereby consent to the release of the results of the investigation into my past and present employment and other relevant information to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners and I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of my past and present employment and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

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# HIGH SCHOOL, COLLEGE, UNIVERSITY DIPLOMA

## CONSENT

I hereby consent to an investigation to determine the authenticity of my high school or General Education Diploma, college, or University diploma. I hereby authorize my secondary school or its equivalent to release such information regarding the authenticity of my high school (or its equivalent), college, or university diploma to representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or I/O Solutions, Inc.

## RELEASE

I understand that by this written authorization that information gathered regarding the authenticity of my diploma or its equivalent will be disclosed to third parties.

I hereby consent to the release of results of the investigation of the authenticity of my diploma or its equivalent to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation of the authenticity of my high school (or its equivalent), college, or university diploma and the disclosure of the results of that investigation as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## MEDICAL RECORDS

### CONSENT

I hereby consent for I/O Solutions, Inc., or its authorized representative to obtain my medical records from my primary physician for the period of time that my name appears on the Village of Westmont's Final Eligibility List.

### RELEASE

I understand that release of my medical records by this written authorization will result in disclosure of my medical records.

I hereby consent to the release of my medical records to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or to I/O Solutions, Inc. for appropriate review and/or dissemination to those municipalities and/or Police/Fire departments to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the disclosure of my medical records as authorized herein by me.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Name, printed

\_\_\_\_\_ Date \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Name, printed

\_\_\_\_\_ Date \_\_\_\_\_  
Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## PERSONAL INFORMATION RELEASE TO MUNICIPALITY

### DISCLOSURE

This is to inform you that in processing your application an investigation will be made whereby information is obtained concerning you. This information can include a record of all personal information, required by statute to be collected and maintained by government agencies.

### RELEASE

I understand that release of the results of the historical investigation profile will result in the disclosure of information regarding me to third parties.

I hereby acknowledge the results of the investigation will be released to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners or to I/O Solutions, Inc., for appropriate review and dissemination to this municipality and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the investigation and the disclosure of any of that information.

Agreed to: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date\_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## WRITTEN EXAMINATION

### RELEASE

By this written authorization I understand that release of the results of my Written Examination will result in disclosure of those test results to third parties.

I hereby consent to the release of the results of my Written Examination for dissemination to the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners and to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment.

By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of the Police Officer Examination or due to the disclosure of the test and survey results as authorized herein by me.

In the event that I have a disability which will affect my ability to take any examination, I will so inform the I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation.

Agreed to: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date \_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date \_\_\_\_\_

Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

## PHYSICAL ABILITY TEST

### RELEASE

I understand that as part of the examination process I must submit to a Physical Ability Test. I acknowledge that the Physical Ability Test is strenuous and there are risks of injury or death associated with participation in the Physical Ability Test and I voluntarily assume these risks.

I certify that I am now in good health and know of no limitations that I have which would prevent me from performing the Physical Ability Test or which if communicated to the officers, servants, agents, and employees of I/O Solutions, Inc. would cause them to refuse to permit me to take the Physical Ability Test.

I understand that by this written authorization I am consenting to the release of the results of my Physical Ability Test and that release will result in disclosure of those test results to third parties.

I hereby consent to the release of my Physical Ability Test results and other relevant information to authorized representatives of the Village of Westmont, Village of Westmont Board of Fire and Police Commissioners, Westmont Senior High School and to I/O Solutions, Inc. for appropriate review and dissemination to those municipalities and/or Police/Fire departments (whichever is applicable) to which I have made application for employment or to which I will make application for employment. By executing this form I release, discharge and hold harmless the Village of Westmont, the Village of Westmont Board of Fire and Police Commissioners, Westmont Senior High School and I/O Solutions, Inc., its directors, officers, staff, employees, agents, representatives, and assignees from any and all claims, demands, actions, fees and causes of action, suits at law, proceedings in equity, and liability that may arise by reason of my participation in the Physical Ability Tests (including but expressly not limited to: any and all injuries, losses, damage to my person or my death, which shall have been caused by, or contributed to by or resulted from my physical and/or medical condition) and/or by reason of the disclosure of the results of those tests as authorized herein by me. I further agree that I will not assign any right to which I may have to a cause of action against any of the foregoing persons or entities, to any person or legal entity.

In the event that I have a disability which will affect my ability to take any examination, I will so inform I/O Solutions, Inc. prior to the administration of the examinations so that a reasonable accommodation can be made. I/O Solutions, Inc. reserves the right to require medical documentation concerning the need for the accommodation. This release is binding on myself, my heirs, assigns, executors and administrators.

Agreed to: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature

\_\_\_\_\_ Date\_\_\_\_\_

Witness Name, printed

\_\_\_\_\_ Date\_\_\_\_\_

Witness Signature

**DO NOT SUBMIT WITHOUT OBTAINING A WITNESS SIGNATURE FROM AN ADULT FAMILY MEMBER OR FRIEND RESIDING IN THE U.S.**

**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF WESTMONT  
STATE OF ILLINOIS**

*500 North Cass Avenue, Westmont, Illinois 60559-1503*

*2007 POLICE OFFICER EXAMINATION*

**Form 1-L**

**Agreement to Abide by the Rules and Regulations**

**The Board of Fire and Police Commissioners of the Village of Westmont is an Equal Opportunity Employer.  
Minority and women candidates are encouraged to apply.**

I hereby agree to abide by The Manual of Rules and Regulations for the Board of Fire and Police Commissioners of the Village of Westmont during the administration of any examination, after the examination, during any probation period I might be appointed to, and during any period when I serve as a regular member of the police department. I acknowledge that I have been advised of the availability of The Manual of Rules and Regulations at the Westmont Police Department and that I had an opportunity to review them before I signed this Agreement to Abide.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Name, printed**

\_\_\_\_\_  
*Street Address, printed*

\_\_\_\_\_  
*City, State Zip Code, printed*

\_\_\_\_\_  
*Phone Number*



**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF WESTMONT  
STATE OF ILLINOIS**

*500 North Cass Avenue, Westmont, Illinois 60559-1503*

*2007 POLICE OFFICER EXAMINATION*

**Form 1-J**

**Ownership of Examinations and Results**

**The Board of Fire and Police Commissioners of the Village of Westmont is an Equal Opportunity Employer.  
Minority and women candidates are encouraged to apply.**

I, the undersigned, understand that all materials, documents, or results obtained in the course of the application and testing process, including but not limited to, test results, background check results, employment verification information and medical records, shall be the sole property of the Westmont Board of Fire & Police Commissioners. The Applicant shall have no right to review or obtain copies of these materials, documents and results, unless required by State or Federal law.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Name, printed**

\_\_\_\_\_  
*Street Address, printed*

\_\_\_\_\_  
*City, State Zip Code, printed*

\_\_\_\_\_  
*Phone Number*

# VILLAGE OF WESTMONT QUESTIONNAIRE

We appreciate your interest in employment with the Village of Westmont/Westmont Police Department, and we wish you the best during the selection process.

In the past, some past applicants have been discontinued in the employment process due to significant credit problems, previously undisclosed criminal arrests, and prior termination from employment because of alleged thefts, embezzlement, sexual harassment, workplace violence or other illegal acts. Applicants for the Village of Westmont/Westmont Police Department will undergo an exhaustive background investigation to the fullest extent permitted by law. The background investigation will include a thorough check of the applicant's prior employment, criminal conviction record, claimed academic achievements and credit history. All police officer applicants must successfully complete a polygraph examination which will deal with the applicant's truthfulness during the application process. Therefore, it is imperative that you provide truthful and complete answers on your written application and in your interview, if granted. If you provide false, misleading or incomplete information during the application process, you will be discontinued as an applicant for a current vacancy, and will not be eligible for any future openings with the Village of Westmont/Westmont Police Department, no matter when such information is discovered. If you provide false, misleading or incomplete information during the application process, and are hired, you will be subject to termination from employment, no matter when such information is discovered.

The following questions assist us in evaluating a candidate's overall suitability for employment, and are based on difficulties encountered by previous applicants. The questions are an example of the high standards for employment with the Village of Westmont/Westmont Police Department. We consider many factors in addition to the information you provide in response to these questions. These questions assist us in evaluating a candidate's character and overall suitability for employment. An affirmative answer to any of these questions, by itself, will not disqualify an applicant for employment. However, any lack of candor in your responses will disqualify you. Please remember that this list is not all inclusive.

Have you ever been involved in a serious crime which has been previously undetected, or a serious crime in which your involvement has been previously undetected?

YES NO  
☐ ☐

Have you ever been arrested for an alcohol-related driving felony offense regardless of whether or not you were convicted?

YES NO  
☐ ☐

Have you ever been arrested for a domestic violence-related felony offense, or for misdemeanors of criminal sexual abuse or aggravated assault, regardless of whether or not you were convicted?

YES NO  
☐ ☐

Have you ever been arrested for any felony, regardless of whether or not you were convicted?

YES NO  
☐ ☐

Have you ever been arrested for any of the following offenses, regardless of whether you were convicted?

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Indecent solicitation of a child   | <input type="checkbox"/> | <input type="checkbox"/> |
| Sexual exploitation of a child   | <input type="checkbox"/> | <input type="checkbox"/> |
| Prostitution   | <input type="checkbox"/> | <input type="checkbox"/> |
| Keeping a place of prostitution  | <input type="checkbox"/> | <input type="checkbox"/> |
| Pimping  | <input type="checkbox"/> | <input type="checkbox"/> |
| Aggravated assault   | <input type="checkbox"/> | <input type="checkbox"/> |
| Criminal sexual abuse  | <input type="checkbox"/> | <input type="checkbox"/> |
| Theft  | <input type="checkbox"/> | <input type="checkbox"/> |
| Deceptive practices  | <input type="checkbox"/> | <input type="checkbox"/> |
| False personation/use of title/solicitation  | <input type="checkbox"/> | <input type="checkbox"/> |
| Keeping a gambling place   | <input type="checkbox"/> | <input type="checkbox"/> |
| Offering a bribe   | <input type="checkbox"/> | <input type="checkbox"/> |
| Resisting or obstructing a peace officer or correctional institution employee          | <input type="checkbox"/> | <input type="checkbox"/> |
| Escape/failure to report to a penal institution or to report for periodic imprisonment | <input type="checkbox"/> | <input type="checkbox"/> |
| Aiding escape  | <input type="checkbox"/> | <input type="checkbox"/> |
| Harassment of a representative for the child, jurors, witnesses and others             | <input type="checkbox"/> | <input type="checkbox"/> |
| Simulating legal process   | <input type="checkbox"/> | <input type="checkbox"/> |
| Manufacturing, delivering or possessing with intent to deliver or manufacture cannabis | <input type="checkbox"/> | <input type="checkbox"/> |
| Delivery of cannabis on school grounds   | <input type="checkbox"/> | <input type="checkbox"/> |

Have you ever been convicted of any crime? (You are not required to disclose a conviction which has been ordered expunged or sealed unless the conviction relates to a felony conviction.)

YES NO  
☐ ☐

Have you ever resigned or been disciplined or terminated from a job after you were accused of theft, embezzlement, violence in the workplace, sexual harassment or abuse, or possession or sale of drugs or other controlled substances?

YES NO  
☐ ☐

Have you ever been accused of or participated in an investigation during which you were involved in allegations of lying, filing a false report or unauthorized disclosure of confidential information by an employer or academic institution, regardless of whether or not you were arrested for or convicted of a crime associated with that alleged action?

YES NO  
☐ ☐

Have you ever voluntarily or involuntarily left any job after being told that you were the subject of an internal investigation?

YES NO  
☐ ☐

Have you ever voluntarily or involuntarily left any job after being told that you could be subject to disciplinary action?

YES NO  
☐ ☐

Do you have any financial obligation which could adversely affect your credit history, including having cosigned for a loan which is/was in default?

YES NO  
☐ ☐

If you answer "yes" to any of the above, please provide a summary of the incident, including the date, location and circumstances, and contact information for persons who can corroborate your account of the incident. Please remember that a "yes" answer will not necessarily disqualify a candidate from consideration for employment. However, any lack of candor will result in disqualification as a candidate.

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Do you understand that if you provide false, misleading or incomplete information during the application process, you will be discontinued as an applicant for a current vacancy, and will not be eligible for any future openings with the Village of Westmont/Westmont Police Department, no matter when such information is discovered?

YES NO  
☐ ☐

Do you understand that if you provide false, misleading or incomplete information during the application process, and are hired, you will be subject to termination from employment, no matter when such information is discovered?

YES NO  
☐ ☐

Is there anything about your background that we have not asked you that we should know in order to evaluate your application for employment?

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CANDIDATE NAME (PRINTED)

SSN

SIGNATURE

DATE

## PHYSICAL FITNESS CERTIFICATE

THIS CERTIFICATE SIGNED BY A PA, RN or LPN WILL NOT BE ACCEPTED AND WILL RENDER YOU INELIGIBLE TO TEST.

I, the undersigned doctor, certify that I am a medical physician, licensed to practice in the state of \_\_\_\_\_, and that I have examined \_\_\_\_\_ (“Applicant”) and have found that s/he is physically capable of participating in the Physical Ability Examination consisting of various strenuous exercises.

\*ATTACH DOCTOR’S BUSINESS CARD HERE\*

\*STAMP ACCEPTABLE IF CARD NOT AVAILABLE\*

### DOCTOR’S CERTIFICATION:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
**DOCTOR’S SIGNATURE (M.D. or D.O.)**

INK signature required; PA, LPN, RN, etc. **NOT** accepted

\_\_\_\_\_  
**Doctor’s Name, printed SPECIFY M.D. or D.O.**

\_\_\_\_\_  
Street Address, printed

\_\_\_\_\_  
City, State Zip Code, printed

\_\_\_\_\_  
Telephone Number

### APPLICANT’S VERIFICATION:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
**APPLICANT SIGNATURE** INK signature required

\_\_\_\_\_  
**Applicant Name, printed**

\_\_\_\_\_  
Street Address, printed

\_\_\_\_\_  
City, State Zip Code, printed

\_\_\_\_\_  
Telephone Number

This certificate must be returned to Public Safety Recruitment by the specified deadline and dated within no more than one year of the physical ability test date. No applicant will be permitted to take the physical ability test or to continue with the written testing process unless this signed certificate is completed and on file with the Village of Westmont/Village of Westmont Board of Fire and Police Commissioners.

**Only ORIGINAL documents with ORIGINAL SIGNATURES will be accepted; no copies or faxes.**

## **PREFERENCE POINT CLAIM FORM**

**BOARD OF FIRE AND POLICE COMMISSIONERS  
VILLAGE OF WESTMONT  
STATE OF ILLINOIS  
500 North Cass Avenue, Westmont, Illinois 60559-1503  
2007 EXAMINATION  
FORM 7-A**

In order to claim your preference points, you must complete all of the following information and provide all documentation necessary to verify your right to the preference points claimed. Please place the completed form in an envelope containing the designation "PREFERENCE POINT CLAIM FORM." Any innocent, negligent, or fraudulent misrepresentation, deceit or fraud on this form shall constitute a basis for disqualification and a refusal to further examine the applicant.

The undersigned certifies to the Board of Fire and Police Commissioners  
that this applicant received a score of.....  
on the written and oral examinations. I further claim an entitlement to .....  
preference points. As a result, my total score after preference points is:.....  
My claim for these   5   preference points arises from the following circumstances (please check one):

**No claim for more than 5 points will be allowed.**

- ☐ I am a veteran of the \_\_\_\_\_ branch of the military or naval service of the United States for a period of at least one year and I was either ☐ **honorably discharged therefrom** or ☐ **am now or may hereafter be on inactive or reserve duty in such military or naval service**; and in any event, I was not convicted by a court martial of disobedience of orders, where such disobedience resulted from a refusal to perform military service on the ground of religious or conscientious objections against war. (5 points)
- ☐ I received an associate's degree from \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_ [insert college or university, city and state] on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date] in the field of ☐ **criminal justice** ☐ **law enforcement**. (5 points)
- ☐ I received a bachelor's degree from \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_ [insert college or university, city and state] on the \_\_\_\_\_ day of \_\_\_\_\_ [insert date]. (5 points)
- ☐ I successfully completed the minimum standards and received certification from the Illinois Local Governmental Law Enforcement Officers Training and Standards Board, as provided in the Illinois Police Training Act on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. I have a certificate verifying my successful completion of this course, from a certified school. (5 points)
- ☐ I successfully completed the minimum standards and received certification from the Illinois Local Governmental Law Enforcement Officers Training and Standards Board, as provided in the Illinois Police Training Act on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. I have a certificate verifying my successful completion of this course, from a certified school and am currently serving as a certified ☐ **part-time** or ☐ **full-time** law enforcement officer in the State of Illinois. (5 points)

Signed this \_\_\_\_\_, day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
*Street Address, printed*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*City, State Zip Code, printed*

\_\_\_\_\_  
*Applicant Name, printed*

\_\_\_\_\_  
*Phone Number*

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# Westmont Police Department



## Physical-Ability Test Candidate Preparation Guide

Developed by I/O Solutions, Inc.



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## Appendix: Course Diagram



## I. Introduction

This orientation and preparation guide has been developed to introduce you to the *Westmont Police Department Physical Ability Test*. You will participate in this test as a part of the entry-level screening process conducted by the Westmont Police Department. This test simulates important physical abilities necessary to perform the police officer's job. Your successful completion of this test will ensure that you are allowed to continue on in the police officer selection process.

A strict pass/fail standard will be imposed, so your 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 Westmont Police Department.

By reading this guide carefully, you will be better prepared for the test and are more likely to perform according to your true potential. This test will be physically challenging, and it is essential that those taking it consider preparing themselves prior to the examination. Although you are not required to read or use this *Orientation and Preparation Guide*, we encourage you to do so. The better prepared and more physically fit you are, the more likely you are to pass this test. Your successful completion of this test is required before you are allowed to continue on in the Police Officer selection process.

## II. Test Description

The *Westmont 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
- Weaving around obstacles
- Ducking under an obstacle
- Climbing up and down approximately two stories of stairs
- Climbing a six-foot wooden privacy fence

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

- Pulling a weighted bag down to the ground (simulates forcibly overcoming or controlling a suspect)
- Dragging a 165-pound, human-form dummy for a distance of 20 feet (simulates forcibly moving a suspect)

All pursuit and subduing components will be timed continuously. Prior to beginning the test, you will 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.). Following is a detailed description of each obstacle/component contained in the physical-ability test:

The test has been constructed in an indoor gymnasium. The total length of the course from start to finish is about 500 feet, or 167 yards. A course diagram has been included at the end of this guide to allow you to follow along as the course is discussed. The components of the test are described below.

### *Suspect Pursuit Simulation*

**Obstacle Weave:** You will encounter a series of orange traffic cones set up in a “weave pattern.” This component is designed to simulate running around and through obstacles while pursuing a suspect.

**Duck-Under Obstacle:** After completing the obstacle weave, you will encounter a horizontal bar that you must pass beneath. The obstacle consists of a wooden beam suspended approximately two and one half feet above the floor. You must get yourself under the obstacle without displacing it or knocking it over.

**Stair Climb:** After completing the duck-under, you will ascend a staircase. Failure to hit each stair will result in starting this task over until it is properly completed. There is a railing affixed on the left side of the staircase that you may use if you choose to. Later in the exercise you will descend a staircase. Exercise caution when ascending and descending the stairs.

**Six-Foot Fence:** After ascending the staircase you will scale the six-foot wooden fence located in front of you. While climbing the fence, you may not step on the triangular bracing that supports the fence. Once you reach the top of the fence, carefully lower your body over the other side of the fence. **Do not stand on top of the fence and jump down.** This could result in an injury that disqualifies you from the test.

After climbing the fence, you will go back downstairs and repeat the above sequence a second time.

### ***Suspect-Subduing Simulation***

**Overpowering Suspect:** After climbing the wall the second time, you will be directed to a station directly in front of you. This station will have a weighted dummy hanging from a fitness machine. You must then proceed to pull the dummy downward until the shoulders of the dummy have contacted the floor. The bag must be returned to its up position in a controlled manner before exiting this station. If at any time you lose control of the bag, you will be instructed to begin this exercise over.

**Dummy Drag:** After descending from the upper level a second time, you will be directed to your right where you will begin the dummy drag. You must grab the dummy and drag it for 20 feet. You may drag the dummy in any manner you see fit except dragging it by the legs. One common method to drag the dummy is to approach the dummy from behind and slide your arms under the arms of the dummy. When your elbows are positioned under the armpits of the dummy, you should hoist the dummy upward and drag it backward. The dummy must be dragged completely across the finish line. At this time you will drop the dummy carefully and the test will be over.

Remember that you will be wearing a ten-pound weighted vest the entire time you are on the course. This vest simulates the weight of the duty belt worn by incumbent Westmont police officers. This weight will alter your center of balance, so be cautious as you proceed through the course.

The test is timed continuously from start to finish. You must complete the entire test in the allotted time to be eligible to continue on in the selection process for police officers.

### **III. Administration of the Physical-Ability Test**

When you arrive at the testing site, you will be checked in and asked to wait in a staging area. Prior to the administration of the examination, you will be led through a “walk-through” of the examination. The goal of this walk-through is to familiarize you with the course, each station and the rules governing the course. This is the ideal time to ask any questions you may have regarding the test or administrative guidelines. The test proctors will be responsible for answering questions related to the physical-ability test. You will be placed in a holding area following the walk-through. Candidates will be called into the gymnasium one by one to complete the test. Do not leave the holding area for any reason without obtaining permission from one of the test administrators.

### **IV. Test Rules**

1. Show up for the test at your designated time.

You will be expected to arrive at the test site at your specified time. Failure to arrive on time will result in your disqualification from the testing process. Remember to bring your invitation notice and photo identification for check-in purposes.

2. Wear proper testing attire.

You will be taking a physical-ability test and, as such, you should wear attire that will not restrict your range of motion. You will be sliding on the ground, climbing over fences and moving large objects. Expect to get dirty. Suggested attire is as follows: gym shoes, sweat pants or running pants, a lightweight shirt. No knee pads, gloves or other equipment will be provided by the department.

3. Follow all instructions and warnings issued by the test proctor.

The proctor is available to answer questions during the walk-through period and while you are on the course. The proctor is also there to track your time and ensure that you proceed through the course in the correct manner. Listen for the proctor as you go through the course. If the proctor informs you that you have done something incorrectly, he/she will immediately instruct you as to how to correct your actions. The proctor will attempt to have you correct all mistakes as they occur to keep you from being disqualified. The proctor will not offer any advice on the best techniques for performing exercises while you are completing the course. The proctor will only act to enforce the rules on the course and to answer questions, such as what direction to move in or clarification of the course rules. The proctor will provide you with your elapsed time if asked, but will not indicate the time you have remaining.

4. Remain on the course until you have completed the course.

Once you begin the test, you must remain on the course until the test is completed. You may run, walk or stop to catch your breath at any time without being penalized. You cannot walk off the course to rest, however. If you choose to withdraw from the course at any time, you must communicate this intention to the test proctor who will record your decision and dismiss you.

## V. Tips for the Day of the Test

- ✓ **Preparation for the exam.** You will increase your chances of obtaining your best score if you spend some time preparing for the test. This includes reading this *Orientation and Preparation Guide* and engaging in some form of physical training prior to taking the test.
- ✓ **Your physical well-being.** Get a good night's sleep before the exam. Try to ensure that you are in the best possible condition both physically and mentally on the day of the exam.
- ✓ **Arrive early.** Make all necessary arrangements to ensure that you arrive early at the test site. You may need to make advance arrangements for such things as a ride to the test site or child-care. It would also be wise to anticipate poor weather or traffic delays in traveling to the test site and to allocate extra travel time to ensure an early arrival even with delays. Give yourself ample time to settle in at the test site.
- ✓ **Confidence.** The more confident you are in your abilities, the more likely you are to do well on the test.

## VI. Training and Preparation

This section will discuss training and preparation to participate in this physical-ability test. The primary topics of discussion will include physical fitness, health factors, training principles, fitness programs, establishing a training schedule, exercises and weight control. In addition to the preparation techniques discussed, you can also attempt to practice the components that make up this test. For example, you could fill a duffle bag with 165 pounds of weight and practice dragging it for 20 feet. You can also practicing climbing over six-foot obstacles. Be careful as you practice and prepare for the test to ensure you do not sustain an injury that prohibits you from participating in the test.

### *Physical Fitness*

Physical fitness enables an individual to perform up to their potential. Fitness can be described as a condition that helps us look, feel and do our best. The *Guidelines for Personal Exercise Programs* developed by the President's Council on Physical Fitness and Sports describes it as "The ability to perform daily tasks vigorously and alertly with energy left over for enjoying leisure-time activities and meeting emergency demands. It is the ability to endure, to bear up, to

withstand stress, to carry on in circumstances where an unfit person could not continue and is a major basis for good health and well-being."

Physical fitness involves the performance of all major muscle groups in the body. Physical fitness is influenced by many factors such as age, gender, genetics, personal habits, exercise and eating practices.

Physical fitness is made up of four components:

- ✓ *Cardiovascular Endurance* - the body's ability to deliver oxygen and nutrients to tissues and to remove wastes over significant periods of time. For example, running long distances and swimming are considered endurance sports.
- ✓ *Muscular Strength* – a muscle's ability to exert force for a brief period of time. For example, lower-body strength can be measured by various weight-lifting exercises.
- ✓ *Muscular Endurance* – a muscle's ability to sustain successive contractions or to continue applying force against a fixed object. For example, pull-ups are often used as a test of arm and shoulder muscle endurance.
- ✓ *Flexibility* - the ability to move joints and use muscles through their full range of motion. For example, the sit-and-reach test measures the flexibility of the lower back and backs of the upper legs.

By becoming more physically fit, you are able to help reduce the possibility of heart disease and some forms of cancer. Fitness can improve blood cholesterol levels, increase immunity to illness, and help to control high blood pressure, osteoporosis, diabetes, arthritis, asthma, and other health problems. It also helps to increase one's energy throughout the day, aid in control of one's weight and increases life expectancies. Exercise can also act as a stress reliever and promote sound sleep.

### ***Health Factors to Consider***

You should consult a physician before preparing for or taking the physical ability test. Some health conditions to consider, which may require the consultation of a physician, are as follows:

- ✓ High blood pressure
- ✓ Heart trouble
- ✓ Family history of stroke or heart attacks
- ✓ Frequent dizzy spells
- ✓ Extreme breathlessness after mild exertion
- ✓ Arthritis or other bone problems
- ✓ Severe muscular, ligament or tendon problems
- ✓ Back pain
- ✓ Bone or joint pain
- ✓ Smoking
- ✓ Obesity



## ***Principles of Training***

When starting a new fitness program, you should be in good health. A healthy body will ensure a safe and enjoyable exercise experience.

### **Setting Goals**

When beginning an exercise program, you should set short-term goals that will help you to achieve your long-term goal of overall physical fitness. Specific short-term and long-term goals should be identified. An example of a short-term goal is jogging for 15 minutes, which may help you to achieve your long-term goal of a specific weight by a given date. Short-term goals should be set as a result of long-term goals.

Your short-term goals will be dependent upon your current level of physical fitness and will be a major factor in determining where you will begin your exercise program. If you are starting a running program with some calisthenics, your goals might be to run for 10 minutes and to perform a given number of calisthenics. If you are in better shape, then your goals will be higher. Short-term goals are the building blocks to achieving your long-term goals.

Even if you are in excellent shape but have not been exercising regularly, you will want to start your program slowly at first and progress at an even pace. If you start the program too quickly, you may become tired, injured or frustrated with the program, and this may cause you to lose motivation to continue with it. It is important to match your activities with your abilities.

Once you have found a comfortable, but challenging, level of exercise, stay with it for one to two weeks before you increase it. Try to increase your level of activity as it feels comfortable to you and with a smooth progression.

### **Effective Training**

Three factors make up an effective exercise program: frequency, intensity and time.

**Frequency:** This is how often you perform an exercise activity. It is typically suggested that you work out at least three times a week for 20 minutes to increase cardiovascular fitness.

**Intensity:** This is how hard you are working out, which is often measured using your heart rate. To calculate your *maximum heart rate*, you should subtract your age from 220. This is your estimated maximum heart rate and you should train at a level of 50 to 80 percent of your maximum heart rate. Beginners should start at 50 percent and experienced individuals at 80 percent.

For a 40 year old person at 50 percent of his/her maximum:

$$(220-40) * 50 \text{ percent} = 90$$

For a 40 year old person at 80 percent of his/her maximum:

$$(220-40) * 80 \text{ percent} = 144$$

Using a percentage of maximum heart rate is the easiest and safest way to regulate intensity.

Time: This is the amount of time spent working out. A minimum of 20 minutes is recommended for each exercise session at 50 to 60 percent of your maximum heart rate.

### ***The Fitness Program***

A fitness program consists of three phases: the warm-up, training period and cool-down. Each is outlined below, and exercises are outlined on the following pages.

- ***Warm-up (5 to 10 minutes)*** The warm-up is the phase just before your training period when you do a few stretches and exercises to raise your body temperature and loosen up your body muscles. This is an important part of your fitness program because it helps to reduce the likelihood of injury.

The warm-up exercises are designed not only to get a person physically and mentally ready for a workout but also to help develop flexibility in the joints and muscle groups.

- ***Training Period (20 to 30 minutes)*** This phase consists of cardiovascular and muscle strength and endurance exercises.

#### ***Cardiovascular Training***

Cardiovascular training consists of any exercise such as swimming, running or biking where your heart is working at an elevated level.

#### ***Strength and Endurance Training***

The strength and muscular endurance exercises do not have to be done on the same day or during the same exercise session as the cardiovascular program. Every exercise program should be complimented with a warm-up and cool-down.

The strength and endurance exercises can be done in one of two ways, depending on the availability of equipment. They can be performed by doing calisthenics, which requires little or no equipment, or by training with weights. Training with weights can be done either by using free weights, such as barbells, or by using weight machines. Training for muscular strength is done with high resistance, large amounts of weight and low repetitions (3-5). Training for endurance requires low resistance and a very high number of repetitions (10-20).



### *Weekly Log*

A weekly log sheet should be kept describing the date, type of activity and amount of time you exercised so that you can keep track of your progress in developing strength, muscular endurance and cardiovascular fitness.

- **Cool-down (5 to 10 minutes)** This is the transition from the training period to your body's normal resting state. Your heartbeat should be about 100 beats per minute when you are sufficiently cooled down. Typically, you will want to do a few cool-down exercises such as walking and stretching so that your heart rate will steadily decrease until it is at 100 or less.

### ***Establishing a Training Schedule***

Establishing a training schedule is important if you want to be successful. Set aside an hour or so every other day at a specific time of day so that you are able to establish a routine. Pick a time that works for your schedule and consider personal preferences, job and family responsibilities, availability of exercise facilities, and weather when thinking about your workout schedule. It is important to schedule your workouts for a time when there is little opportunity for interruption. Also, try to avoid exercising during extremely hot, humid weather or within two hours after eating.

It is important to establish a routine and stick with it. As long as this guideline is followed, positive results will be achieved.

*Please note that the techniques, ideas, and suggestions in this document are not intended as medical advice. Consult your physician or health care professional should you have concerns about your ability to perform these exercises. Any application of the techniques, ideas and suggestions in this document is at the reader's sole discretion and risk. The city of Westmont makes no warranty of any kind in regard to the content of this document, including but not limited to, any implied fitness for any particular purpose. The city of Westmont is not liable or responsible to any person or entity for any special, incidental or consequential damage caused or alleged to be caused directly or indirectly by the information contained in this document.*

## ***Exercises***

### **Warm-up**

As stated earlier, the warm-up phase should take approximately 5 to 10 minutes. This is an important part of your workout because it allows your body to increase blood flow, raise your body temperature and prevent injury through stretching. Several exercises are listed below and should be done before each workout session. It is not necessary to do all of the exercises listed below, but you should try to cover all muscles groups.

#### **1. Seated Toe Touch** (Back and back of leg muscles)

Sit down with your legs fully extended in front of you. Hold your hands out and slide them down your legs until you feel a stretch in your back and legs. This should be a comfortable stretch, not painful. Continue to stretch as you approach your feet, always being conscious of your comfort. If there is any pain, you should not stretch beyond that point. Repeat this exercise five times.



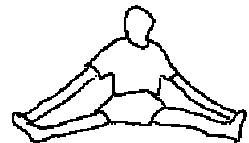
#### **2. Toe Pull** (Groin and thigh muscles)

While in a seated position, pull the toes in with both feet so that your knees bend and are pointed outward. Press the knees down with your elbows. Hold this position for two to three seconds.



#### **3. Pelvic Girdle Stretch** (Pelvic muscles)

Sit on the floor with your legs comfortably apart, and reach through. Keep your head up and chest out, which will keep your back straight. Relax and hold this position for 30 seconds.



#### **4. Stride Stretch** (Thigh muscles)

Slowly slide your body into a stride position so that your hands are on the ground shoulders' width apart, and your right knee is inline with your shoulders. Your right foot should be almost flat on the floor, and your left leg should be fully extended behind you on your toes. Lean forwards while pushing your hips downward and hold this stretch for five seconds. Repeat this stretch for the opposite side.



#### **5. Wall Stretch** (Calf muscles)

Facing a wall, stand about three feet from it with your feet slightly apart and place both hands on the wall. Your heels should be firmly planted on the ground. Lean forward, keeping your body straight, and concentrate on the stretch in your calves. Hold this position for 15 to 20 seconds.

**6. Lower Leg Stretch** (Leg muscle)

Begin by standing arms' length from a wall or doorframe, one foot in front of the other, back straight, shoulders back and chest up. Moving forward, bend your front knee; keep your back leg straight at the knee; keep your foot of the back leg flat on the floor. Don't bend forward at the waist; maintain an arch in the small of your back. Move forward until you feel the pull in the back of the leg around the knee. Relax and hold for 10 seconds.

**7. Continuation of Lower Leg** (Leg muscle)

To continue the stretch of the lower leg, stand at a door frame and hold on. Lean back and sit on your back leg with your foot on the floor. Hold for 10 seconds. Repeat this stretch on the opposite side.

**8. Side Stretch** (Torso muscles)

Standing with your feet shoulders' width apart, place one arm on your hip for balance and extend the other over your head. Slowly bend your body so that you are stretching the side with the arm extended overhead. Stretch for a few seconds and return to the starting position. Then repeat this exercise on the opposite side.



**9. Side Twister** (Torso muscles)

Standing with your feet shoulders' width apart and heels firmly planted on the ground, extend your arms so that they are parallel to the ground and even with your shoulders. Turn your palms up and begin the stretch by twisting your torso to one side and then to the other. Repeat this stretch five times on each side.



**10. Arm Circles** (Chest and shoulder muscles)

Standing with your feet shoulders' width apart, slowly move both arms backward in a full-circle motion 5 to 10 times. Then repeat this exercise in a forward motion.

**11. Jumping Jacks** (Leg and shoulder muscles)

Standing with your feet together and your arms at your sides, jump and spread your feet apart about shoulders' width while simultaneously swinging your arms over your head. Repeat this exercise 15-25 times.

**12. Upper Leg Stretch** (Leg muscle)

Stand next to a table, chair or rail and cross the closest leg in front of the other leg. Bend at the waist, reaching for the floor with your opposite hand, and relax. Hold this stretch for 10 seconds. Repeat this exercise on the opposite side.



## Calisthenics

Calisthenics is a common way for an individual to exercise while using his/her own body weight as the load or resistance to build their strength. There are many exercises available to increase muscle strength and endurance. These exercises should be performed several times a week for 20 to 30 minutes per session.

Each exercise should be performed *as many times as possible* at a steady pace. These exercises should be repeated for the first week and increased to your maximum potential.

The following is a list of several different callisthenic exercises:

### **Pushups** (Shoulder and arm muscles)

While on your hands and knees on a padded surface, spread your hands to the same width of the shoulders and push up while keeping your back straight. Slowly lower yourself to the floor and push up again.

### **Narrow Pushup** (Chest, shoulders and triceps muscles)

Assume a knees-on-the-floor, feet-crossed pushup position but move your hands together so your thumbs and index fingers touch. The space between your hands should form a triangle. Complete as many pushups as you can in one minute.

### **Chin-ups** (Shoulder and arm muscles)

While grasping a bar underhand approximately six feet from the ground, pull up until your chin is over the bar. Slowly lower your body and repeat.

### **Leg Lifts** (Back, buttocks and hamstring muscles)

On a padded surface, get down on your hands and knees and press your left knee forward. Then slowly extend the leg behind you until it's in line with your back. Lower your leg slowly and again press the knee forward. Do 20 repetitions with each leg.



### **Sit-Ups** (Abdominal muscles and hip flexors)

Lie down on your back on a padded surface with your shoulders on the floor and your knees bent at a 45-degree angle. Lace your fingers behind your head and curl up to a sitting position so that you are able to touch your right elbow to your left knee. Now touch your left elbow to your right knee. Repeat this motion but alternate between your left and right elbows.

### **Crunch** (Abdominal muscles)

Start with a basic crunch to work your upper abdominal muscles: Lie on your back, knees bent, feet flat on the floor, hands lightly touching the back of your head, elbows out. Keeping your lower back pressed to the floor, slowly curl your head and shoulders up then lower them back down. Do as many repetitions as you can in one minute.

**Side Leg Lifts** (Back and thigh muscles)

Lie on a padded surface on your side with your head cradled by your hand and elbow and your legs fully extended. Your other arm should be on the floor in front of your upper body. Lift your top leg, which should be fully extended, about 60 degrees and then return it to the starting position. Continue this exercise using the other leg.

**Squats** (Leg muscles)

Stand with your feet about at shoulders' width. Place your hands on your hips for balance and bend your knees so that your thighs are parallel to the ground. Then return to the starting position. You may alter this exercise by squatting in the center, then moving one leg out to the left, squatting, then back to center, and then out to the right.

**Squat Jumps** (Leg muscles)

Stand with your hands on your hips for balance and place one foot a step ahead of the other. Squat down by bending your knees in a 90-degree angle and then jump as high as you can so that your knees are no longer bent. Alternate the position of your feet on your return and repeat the exercise.

**Dips** (Arm, shoulder and chest muscles)

Grasp the sides of the seat of a chair and allow your legs and feet to slide forward while supporting the weight of your body with your arms. Bend your elbows at a 90-degree angle and then push up back to the starting position.

**Bench Steps** (Leg muscles)

Place a bench, at a height that is comfortable for you, in front of your feet. Begin by stepping up on the bench with your left foot and then following with the right. Step down with the left and follow with the right. Continue this exercise for 30 seconds, counting the number of times you successfully stepped onto the bench with both feet. Be careful not to perform this exercise too quickly as it is easy to catch your foot on the bench.

**The Superwoman** (Lower Back)

Lie face down on a mat with your arms extended over your head. Raise your right arm and left leg simultaneously until you feel a gentle tension in your lower back. Resist twisting your torso or raising your other hip or shoulder at the same time. Hold for five seconds then slowly lower. Repeat using your other arm and leg. Complete the series as many times as you can in one minute.

**Running in Place/Jumping Jacks**

Alternating a few sets of calisthenics with an aerobic interval helps keep your heart rate elevated throughout the routine. For this set of aerobic moves, run in place for 30 seconds then immediately do 15 jumping jacks.

**Reverse Lunge** (Butt and leg muscles)

Stand straight with your hands on your hips. Keeping your left leg straight, step back with your left foot as far as you can then lower your left knee until it nearly touches the floor or as low as

you can. Your right knee should automatically bend to a 90-degree angle. Lift yourself back into the starting position, tightening your butt muscles as you go. Repeat 10 to 15 times with your left leg then work your right leg.

### **One-legged Calf Raise** (Calf muscles)

Stand with your left forefoot on the edge of a step so that your left heel hangs off the edge. Wrap your right foot around your left ankle and grab a railing or wall for balance. Rise up onto your toes then slowly lower yourself until your heel falls slightly below the step. Repeat 12 to 20 times then switch to work the right leg.

### **Shoulder Raise** (Shoulder muscles)

Stand with your arms straight out from your sides, parallel to the floor. Slowly rotate both arms forward as if you were drawing six-inch-diameter circles with your fingertips. Continue for 30 seconds then draw backward circles for 30 seconds.

### **Cool-down**

When you have concluded the training period of the workout, it is important that you continue to walk around so that your body becomes adjusted to less movement and a slower heart rate. Exercises from the warm-up phase can be done as a means of stretching out the muscles after the training period.

### ***Weight Control***

Exercise plays an important role in weight control by increasing your body's energy output, which uses stored calories for extra fuel. Much of the exercise physiology research shows that exercise increases metabolism and causes it to maintain itself at an increased level over time. Weight control can be increased through exercise depending on the amount and type of activity, as well as the number of calories you consume. If you consume 100 calories a day more than your body needs, you will gain approximately 10 pounds in a year. You could take that weight off or keep it off by doing 30 minutes of moderate exercise daily. The combination of exercise and diet is the best approach to manage your weight.

Note that as you continue to exercise, you may not lose weight as quickly as you would like because muscle weighs more than fat.

### ***What to Expect from Exercise***

Exercise has wonderful benefits but often it takes quite a bit of time to see results. It may be a long and slow process. Exercise will benefit all areas of your body and improvements will appear as you progress. By keeping a log of your exercise routine, you will be able to see a progression of your improved fitness over time.

## **VII. Conclusion**

This study guide will aid you in preparing for the Westmont Police Department Physical Ability Test. By using the information contained in this guide, you should be better prepared for, and more knowledgeable concerning the test you will take. We wish you success in your pursuit of a law enforcement career.

# Physical Ability Test Course Map

