

## TESTING INFORMATION

St. Charles County Sheriff's Department will be conducting law enforcement testing for consideration of upcoming vacancies. Please retain this information for reference as you proceed through the process. It contains important instructions and details that you will need later.

### TESTING PROCESS OVERVIEW

- 1) Apply online then call Human Resources to register for the Written Exam by 5:00 PM the Friday before the desired testing session.
- 2) The next two testing sessions are on:
  - a. Written Exam – Friday, July 22<sup>nd</sup> and Physical Agility - Sunday, July 24<sup>th</sup>
  - b. Written Exam – Friday, September 16<sup>th</sup> and Physical Agility - Sunday, September 18<sup>th</sup>
- 3) Testing:
  - a. Written Exam: 9:00 AM – 11:00 AM, at the St. Charles County Administration Building. – If you pass the Written Exam, you will move forward to the Physical Agility Test that following Sunday.
  - b. Physical Agility Test: Approximately 9:30 AM – 10:30 AM. Fort Zumwalt North High School – If you pass the Physical Agility Test, you will move forward to the Oral Board Interviews.
- 4) Oral Board Interviews – Monday, July 25<sup>th</sup> and Monday, September 19<sup>th</sup> at the St. Charles County Sheriff's Department. – If you pass the Oral Board Interview, you will be placed on the Eligibility List and eligible for selection.
- 5) If selected for a conditional offer, the following must be successfully completed prior to appointment: Drug Screening, Comprehensive Medical/Physical Exam, Background Investigation, Polygraph Test, and Psychological Evaluation. (This process can take 6 - 8 weeks to complete.)

### REQUIRED DOCUMENTS

To ensure consideration, the following documents must be submitted during the testing process:

- Current and complete employment application submitted at <http://hr.sccmo.org/hr>.
- Copy of Police Academy Certificate - Must have completed 600+ hours of basic police academy training
- Copy of MO POST Certificate (If you are presently enrolled in the Police Academy and will graduate within 120 days of your selected testing date, you may apply now and submit your MO POST Certificate upon graduation.)
- Please submit documents to the Human Resources Department by selecting one of the following options:
  - a. Upload documents with your application when you apply online
  - b. Fax documents to 636-949-7322
  - c. Email/scan documents to [humanresources@sccmo.org](mailto:humanresources@sccmo.org)
  - d. Deliver documents in person at Written/Video Testing

*If you are not sure your certification is still active (e.g. retired or out of police work for 5+ years), or if you have received your certification in another state, please call the Missouri Department of Public Safety at 573-751-4905 to ensure that you are eligible for this position or to find out what you have to do to become certified.*

## **WRITTEN EXAM DETAILS**

*The Standard Written Exam consists of 4 sections for a total of 75 questions. Applicants must score a minimum of 70% on each section to pass the exam. The Written Exam will be graded at the conclusion of the exam.*

- **Exam Times:** Friday, July 22<sup>nd</sup> and Friday, September 16<sup>th</sup> – Testing will start at 9:00 AM. If you pass the Written Exam, you will move forward to the Physical Agility Test that following Sunday.
- **Location:** St. Charles County Government Administration Building, 201 N. Second Street, St. Charles, MO 63301 – Room 116 on the first floor
- Please bring a valid photo ID.

## **PHYSICAL AGILITY TEST DETAILS**

*The Physical Agility pursuit test consisting of a 200-yard run, an obstacle jump, fence climb, stair run, obstacle dodging, obstacle ducking, and a 20 ft dummy drag, must be completed within 2 minutes and 15 seconds.*

- **Dates:** Sunday, July 24<sup>th</sup> and Sunday, September 18<sup>th</sup> at approximately 9:30 AM – 10:30 AM.
- **Location:** Fort Zumwalt North High School—1230 Tom Ginnever Ave, O’Fallon, MO 63366 – Football Field.
- Please bring the attached ***APPLICANT DISCLAIMER & MEDICAL CLEARANCE FOR PARTICIPATION FORM***. \*This form must be signed and dated by a physician within the last 30 days. No one will be permitted to participate without this signed form.
- Please bring a valid photo ID.

**Candidates who have satisfactorily completed the Written Exam and Physical Agility Test will move on to the Oral Interview.**

## **ORAL INTERVIEW DETAILS**

- **Dates:** Monday, July 25<sup>th</sup> and Monday, September 19<sup>th</sup> - Schedule and time slots will be available at the Physical Agility testing.
- **Location:** St. Charles County Sheriff’s Department – St. Charles County Administration Building, 201 N. Second Street, St. Charles, MO 63301.

**Once all components of the testing process have been completed, candidates will receive an email notification from the Human Resources Department regarding their status. This email notification can be expected the week following the completion of the Oral Board Interviews.**

**If you have questions at any time during the testing process, please contact the Human Resources Department.**

St. Charles County Government - Human Resources Department  
Administration Building  
201 N. Second Street – Suite 522  
St. Charles, MO 63301  
PHONE: 636-949-7320  
EMAIL: [humanresources@sccmo.org](mailto:humanresources@sccmo.org)  
FAX: 636-949-7322

*St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free workplace. A pre-employment drug screen is required for all positions. Employment is contingent on successfully passing all appropriate background checks.*

# APPLICANT DISCLAIMER AND MEDICAL CLEARANCE FOR PARTICIPATION FORM

## ST. CHARLES COUNTY – PRE-EMPLOYMENT PHYSICAL AGILITY TEST

### APPLICANT DISCLAIMER

I, the undersigned, agree to hold St. Charles County, entities thereof, all other agencies, and the administrators of the physical fitness pre-employment test **free and harmless** from any injuries of physical problems which I might incur as a result of performing or participating in the physical agility portion of the employment procedure, which is part of the process to qualify myself for potential employment as a law enforcement officer with St. Charles County. This form must be signed and dated by a physician within the last 30 days. No one will be permitted to participate without this signed form.

This test is known to me as the "Law Enforcement Officer Physical Ability Test" and is validated by the St. Louis Area Police Chiefs Association.

I further believe that from knowing my own physical abilities and limitations, and that unprepared strenuous physical exertion can have serious complications, and after having an absolute understanding of the battery of tests which I am to take, that I am capable of involvement in this portion of the hiring process.

Furthermore, my personal medical doctor, after reviewing the different physical qualification tests involved, a copy of which is printed on the back of this form, has been brought to his/her attention, gives his/her approval of my ability to participate in the required testing, which has a 2 minute and 15 second time limit.

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**Candidate's Printed Name**

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**Signature**

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**Date**

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### MEDICAL CLEARANCE

I have reviewed the different physical qualifications tests involved and understand these three PQ tests must be completed within a 2 minute and 15 second time limit. Based upon this information, and my assessment of the applicant's state of health, I believe that the applicant can safely participate in the Physical Agility Test.

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**Candidate's Medical Doctor (Print Name & Title)**

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**Signature**

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**Date**

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**Doctor's Address: Street, City, State, Zip Code**

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### PHYSICAL AGILITY TEST OVERVIEW

Developed by the *St. Louis Area Police Chiefs Association*, the Law Enforcement Officer Physical Ability Test has been designed to determine which job applicants have the physical abilities necessary to perform certain representative emergency tasks required of police officers. There is one timed pursuit test that must be completed within 2 minutes and 15 second time limit.

- **Pursuit Test:** A timed test to determine the candidate's ability to pursue a fleeing person, with climbing and ducking obstacles. Test of speed and cardio-respiratory endurance. Total distance 200 yards.
  - Participant will start seated to a simulated patrol car.
  - Run 200 yards
  - Jump over obstacles
  - Fence climb (4 ft)
  - Run up stairs
  - Obstacle dodge/duck
  - Get up from a fall / Evasive maneuver
  - Dummy drag (165 lb. dummy drag for 20 ft)