

April 6<sup>th</sup>, 2021

**St. Charles County Sheriff's Department will be conducting law enforcement testing for consideration of upcoming vacancies. Please carefully read the *Testing Process Overview* and *Required Documents* sections below, followed by detailed information regarding each phase of the testing process.**

#### **TESTING PROCESS OVERVIEW:**

- 1) Apply online and call Human Resources to register for Written/Video Exam by 5:00 PM, Fri. April 23<sup>rd</sup>
- 2) Written/Video Exam: Monday, April 26<sup>th</sup>, 9:00 AM – 12:00 PM OR Tuesday, April 27<sup>th</sup>, 1:30 PM – 4:30 PM at the St. Charles County Administration Building. – If you pass the Written/Video Exam, you will move forward to the Physical Agility Test.
- 3) Physical Agility Test – Tuesday, May 4<sup>th</sup>, 9:00 AM – 12:00 PM at the Boys & Girls Club – St. Charles County (Please arrive by 8:30 AM.) – If you pass the Physical Agility Test, you will move forward to the Oral Board Interview.
- 4) Oral Interviews – Thursday, May 6<sup>th</sup>. Schedule and time slots will be available at the Physical Agility testing.  
If you pass the Oral Interview, you will be placed on the Eligibility List and eligible for selection.
- 5) Prior to appointment, a Background Investigation, Drug Screening, and Psychological Evaluation will be completed.

#### **REQUIRED DOCUMENTS**

The following documents must be submitted prior to the Written Exam:

- Submit a current and complete employment application online through our website
- Copy of your graduation certificate from the Police Academy. (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 by August 24<sup>th</sup>, 2021, you may apply now and submit your MO POST Certificate upon graduation.)

Please submit these documents to the Human Resources Department by choosing one of the options below:

- Upload documents with your application when you apply online
- Fax documents to 636-949-7322
- Email documents to [humanresources@sccmo.org](mailto:humanresources@sccmo.org)
- Deliver documents in person

*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**

- **Deadline to Register:** 5:00 PM, Friday, April 23<sup>rd</sup>. Call Human Resources at 636-949-7320 to register.
- **Test Times:** Monday, April 26<sup>th</sup>, 9:00 AM – 12:00 PM OR Tuesday, April 27<sup>th</sup>, 1:30 PM – 4:30 PM.
- **Location:** St. Charles County Government Administration Building, 201 N. Second Street, St. Charles, MO 63301 – Room 116 on the first floor

*In preparation for the Written Exam, there is a Law Enforcement practice test that is offered by our testing vendor located at <https://ergopracticetests.com/index.cfm?FLB>. This practice test lasts 30-45 minutes and will give examples for each portion of the written exam. When visiting the site, please make sure to review the Frequently Asked Questions for details of cost, system requirements, and technical support. This practice exam is not a requirement and is offered as an option to you in preparation for the upcoming exam.*

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

### **PHYSICAL AGILITY TEST DETAILS**

- **Date:** Tuesday, May 4<sup>th</sup>, 9:00 AM – 12:00 PM (Please arrive by 8:30 AM.)
- **Location:** Boys & Girls Club – St. Charles County – 1211 Lindenwood Ave, St. Charles, MO 63301
- Please use the gym entrance (left side of building).
- Please bring a valid photo ID.
- 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.

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

### **ORAL INTERVIEW DETAILS**

- **Date:** Thursday, May 6<sup>th</sup> - Time slots will be available at the Physical Agility testing. Signup sheets will be available following the Physical Agility Test.
- **Location:** St. Charles County Sheriff's Department – St. Charles County Administration Building, 201 N. Second Street, St. Charles, MO 63301.

**Once the testing process has been completed, we will notify you by email regarding your status.**

**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

### **[RETURN TO JOB DETAILS](#)**

*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

## 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 test is known to me as "The PQ Tests for Police Candidates" and is validated by the American Physical Qualification Testing Corporation.

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 two-hour time limit.

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Candidate's Printed Name

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Signature

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Date

### MEDICAL CLEARANCE

I have reviewed the different physical qualifications tests involved, and understand these three PQ tests must be completed within a two-hour 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

### PHYSICAL AGILITY TEST OVERVIEW

Developed by the *Physical Standards Research Foundation*, the Physical Qualifications (PQ) Tests for Police Candidates have been designed to determine which job applicants have the physical abilities necessary to perform certain representative emergency tasks required of police officers. There are three PQ tests and all three tests must be completed within a 2-hour time limit.

- **Backyard Pursuit Test:** A timed run through an obstacle course involving running, dodging, vaulting, jumping, and crawling. You must run the complete course 3 times. Total distance for the three laps is 225 yards.
  - Vault over 46" box
  - Jump 6' "ditch"
  - Crawl under obstacle measuring 18" high X 6' long
- **Emergency Lift and Drag Test:** A timed test to determine the candidate's ability to run to an unconscious victim and carefully lift and drag the body 60'. (Utilizes a 150-pound dummy.)
  - Run 60'.
  - Grip the dummy under its arms and drag it back to the starting point.
- **Pursuit Run Test:** A timed test to determine the candidate's ability to pursue a fleeing person, with only one change of direction. Test of speed and cardio-respiratory endurance. Total distance 300 yards.
  - Run 150 yards, run around a cone, and run back to the starting point.