



State of Oklahoma
Council on Law Enforcement Education and
Training

Cadet Physical Assessment Test for Safe
Participation
Administration Guide

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Council on Law Enforcement Education and Training (CLEET)

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INTRODUCTION

In accordance with Title 70 O.S. § 3311.11, beginning November 1, 2009, any person who is employed as a peace officer within the State of Oklahoma and who is scheduled to attend the basic law enforcement certification academy conducted by CLEET shall, prior to admission, be required to provide proof of a score of a minimum of seventy percent (70%) on the CLEET approved physical assessment test. The purpose of this test is to ensure the applicant is in sufficient physical condition to safely participate and/or avoid unnecessary injury during basic law enforcement training.

For purposes of this guide, the physical assessment test will be referred to as the “Test for Safe Participation” or “the Test.”

DEVELOPMENT

A content-oriented strategy was used to develop a valid physical ability examination designed to measure the basic physical skills necessary to safely complete the physical requirements of cadets in Oklahoma’s CLEET training program. The Test for Safe Participation was created and validated by Stanard and Associates, Inc. The entire examination is composed of training-related physical skills. Only those skills which do not require prior training to become proficient are assessed. This means the exam is equally valid for assessing the physical skills of candidates who have and have not had experience in the CLEET training academy.

Stanard and Associates, Inc. conducted an analysis of CLEET’s cadet training curriculum which included: A review of the original job task analysis used to develop the original CLEET training curriculum and ensure it is job-related; An analysis of curriculum materials such as defensive tactics training, firearms training, law enforcement driver training, and criminal investigations training; Interviews with CLEET training staff; And training observations. The analysis provided the background information necessary to validate the training-related physical ability examination.

ADMINISTRATION GUIDE

This manual includes all specifications necessary for accurately testing the physical ability of training cadets. It includes a list of what candidates must wear and do to prepare for the test and a list of all materials necessary to conduct the test. This guide addresses testing procedures and includes a description of each event that comprises the Test. The guide explains the criteria for successfully passing the Test for Safe Participation and shows the specific course layout of the Test. This guide provides a schematic of the testing course and includes an administration script for those administering the Test. This Administrative Guide includes two forms that all

participants will be required to provide prior to participating in the Test: A Medical Release Form and a Waiver of Liability and Release of All Claims Form. Finally, this guide includes a candidate record form, which will be used by CLEET staff to maintain internal, administrative records.

All the administration information and instructions necessary to accurately test candidates is included in this manual.

I. CLEET TESTING PROCEDURES

TEST ADMINISTRATION:

The Test for Safe Participation will be administered at the K.O. Rayburn Training Center in Ada, Oklahoma. Two testing dates will be available. The first test will be held prior to the start date of the scheduled academy. Testing will be at 0800 and 1300 hrs. The second test will be held on the following day. Testing will begin at 0800 or 1300 hrs.

Upon receipt of the “Confirmation Letter,” participants will receive a designated time on the testing day to take the Safe Participation Test. Participants shall come to the Multi-Purpose Room at the Training Center at the designated time to take the Test.

PASSING THE SAFE PARTICIPATION TEST

Participants shall be administered the Test and upon a passing score shall be admitted into the basic academy. In the event that a participant fails the Test for Safe Participation, they will be allowed to retest after waiting one hour. Participants will be allowed a total of four (4) opportunities to pass the Test for Safe Participation, with no more than two (2) attempts per testing day. If applicable, participants unable to pass the test on the first testing day may be allowed two more attempts on the second testing day—not to exceed the four (4) total allowable attempts.

Any applicant who fails to achieve a minimum of 70% on the Test for Safe Participation will be considered to have failed to pass and will not be admitted into basic academy. In the event that the participant is unsuccessful passing all retests, they will be notified of the failure and their agency administrator, or designee, shall be notified immediately. The participant will be directed to return to their agency, and they will not be allowed to begin the enrolled basic academy.

DISQUALIFICATION

Participants unable to successfully complete each element of the testing course will be disqualified and will be required to complete the Test again. A disqualification will count against the four (4) overall attempts a participant must pass the Test.

MEDICAL RELEASE

All applicants for the CLEET basic academy must, prior to participating in the Test for Safe Participation, obtain a medical release signed by a physician stating that the applicant is physically capable and medically able to safely participate in the physical assessment test. Applicants will not be allowed to participate in the test without a signed medical release. A copy of the medical release form shall be included in the enrollment packet and shall be posted on the CLEET website.

WAIVER OF LIABILITY

All participants for the CLEET basic academy, must, prior to participating in the Test for Safe Participation, sign a Waiver of Liability and Release of All Claims form ("Waiver Form"). Applicants will not be allowed to participate in the test without signing the Waiver Form. A copy of the Waiver Form shall be included in the enrollment packet and shall be posted on the CLEET website.

RE-TESTING PROCEDURES

Any participant who fails to qualify may re-test (up to four times, as previously allowed) prior to admission into the next basic academy provided the applicant remains hired by the original hiring agency and will enter the next basic certification academy prior to the expiration of their six-month temporary police officer status. Extensions of time are generally not granted to applicants who fail to pass the physical assessment and who do not have enough time remaining on their six-month temporary status to enter the next basic academy.

Participants who fail to qualify and who are dismissed from their original hiring agency will not be eligible to retest upon being hired by a second agency until one calendar year has expired from the date of dismissal from the original hiring agency.

II. TESTING INSTRUCTIONS AND DIRECTIONS

WHAT CANDIDATES MUST WEAR DURING THE TEST

Candidates should wear the following during the test:

- Tennis shoes (sport shoes or sneakers) are recommended.
- Candidates taking the test are encouraged to wear sweatpants and a T-shirt. To prevent sweatpants from moving down the legs and coming off during the stomach crawl component, candidates should tighten their sweat-pant draw-strings to ensure a tight fit.
- Shorts are not recommended for safety reasons (i.e., they do not provide adequate coverage of the skin which could be damaged in a fall).
- Candidates should NOT wear watches, rings or other items which could harm them while taking the test. These items should be removed before testing for safety purposes.

WHAT CANDIDATES SHOULD DO PRIOR TO TAKING THE TEST

Just prior to taking the test, candidates should consider jogging lightly, performing some jumping jacks to get their blood flowing, and stretching to prepare themselves for the short burst of physical exertion in which they are about to engage.

MATERIALS NEEDED FOR TEST ADMINISTRATION

- 4 Stop watches
 - 1 Administration script
 - 1 Approximately 95 pound weight
 - 1 Roll floor marking tape
 - 18 Traffic cones (perhaps more for marking the side and diagonal stepping area)
 - 4 Clip boards
 - 1 Hand Gun (for training purposes, and without a firing pin)
 - 1 Defibrillator (for medical emergencies)
- Forms for recording test times (initial set provided by S&A)

ENVIRONMENTAL CONDITIONS

The physical ability examination is to be administered indoors; therefore, it can take place during any weather conditions. All effort should be taken to maintain standardization of conditions across testing sessions.

TEST ADMINISTRATOR TRAINING

- All test administrators should thoroughly read the Test for Safe Participation Administration Guide.
- Test administrators should ask the lead or assistant lead defensive tactics training instructors if they have any questions regarding test administration procedures.
- Test administrators should witness one administration of the physical ability examination.
- Test administrators should perform one administration of the physical ability examination, if physically capable.
- The lead or assistant lead defensive tactics training instructors should hold ongoing training sessions for test administrators new to the testing process during which administrators ask questions of them regarding physical ability test components, testing procedures, and timing procedures to ensure they thoroughly understand the testing process.
- Test administrators should administer a physical ability testing session under the direct supervision of the lead or assistant lead defensive tactics training instructors.
- Test administrators should not touch or assist candidates at any time during the test.

TEST REQUIREMENTS

1. Tennis shoes are recommended. Candidates taking the test are encouraged to wear sweat pants and a T-shirt. To prevent sweat pants from moving down the legs and coming off during the stomach crawl component, candidates should tighten their sweat-pant draw-strings to ensure a tight fit. Shorts are not recommended for safety reasons (i.e., they do not provide adequate coverage of the skin which could be damaged in a fall).

2. The timed test requires at least one timekeeper to hold two stopwatches. Having two timekeepers, each with one stopwatch, is another acceptable alternative. Two stopwatches are necessary to safeguard against the possibility of one malfunctioning during testing. In all cases, the quickest time between the two stopwatches should be recorded, giving any benefit to the candidate. The timed test will begin once the candidate has been instructed to “GO.” The test monitor(s) will activate two stop watches simultaneously. Test monitors throughout the course should monitor candidates’ performance to ensure they complete each component of the test successfully; if a candidate does not complete a test component successfully, the test monitor should inform the candidate of this as they are taking the test so they can re-attempt the component before moving on to the next one. Timekeepers should record the candidate’s time on the candidate record form.
3. There will be an orientation and walk-through for all candidates. The candidates will be instructed that they should perform the test safely. No one will be allowed to take the test unless they fully understand what is expected of them.
4. Page 9 contains a sample map illustrating the entire test sequence. Each testing component listed corresponds to a particular point on the map.
5. Testing must be completed by the applicants in the exact sequence listed below.

OBSTACLE COURSE (TIMED)

1. Run: A test monitor will give the candidate verbal instructions to “GO” and the candidate will begin the run around the gym (approximately 332 total feet).
2. Step and Slide to Left: At the conclusion of the run, the candidate will remain facing the wall directly in front of him/her, and then step and slide sideways (shuffle) to their left into the obstacle course, and continue stepping and sliding sideways to their left for a distance of about 30 feet. Candidates should not cross their legs as they shuffle to the left to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 30 feet away.
3. Diagonal Shuffle to Rear and Right: After stepping and sliding 30 feet to their left, and while still facing the wall directly in front of them, candidates will step and slide backwards (rear diagonal shuffle) to their right and behind them (at an approximately 35 degree angle) for approximately 33 feet. They will continue to face the wall while doing this. Candidates should not cross their legs as they shuffle backwards and to the right to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 33 feet away. Once their foot touches the line, they will turn around and face the opposite wall before performing the next component.
4. Step and Slide to Right: After completing the backwards diagonal shuffle, and after turning around so that the candidate is facing the wall opposite of the one they were facing in the previous two components, the candidate will step and slide sideways (shuffle) to their right for a distance of about 30 feet. Candidates should not cross their legs as they shuffle to the right to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 30 feet away.

5. Diagonal Shuffle to Rear and Left: After stepping and sliding 30 feet to their right, and while still facing the wall directly in front of them, candidates will step and slide backwards (front diagonal shuffle) to their left and behind them (at an approximately 35 degree angle) for approximately 33 feet. They will continue to face the wall while doing this. Candidates should not cross their legs as they shuffle backwards and to the left to prevent tripping themselves, and they should shuffle all the way until their foot touches the line about 33 feet away. Once their foot touches the line, they move on to the next component.
6. Crawl on Stomach: After the rear diagonal shuffle, candidates will get on their stomachs and crawl a distance of approximately 20 feet using their elbows and forearms only, and with their legs bent so that their feet are up in the air. Candidates will crawl with their elbows and forearms, and without the use of their legs (simulating legs that are not functioning), until they are able to touch the floor with their hand just beyond the end of the floor mat. After crawling for about 20 feet and touching the floor at the end of the mat, candidates will get up safely and proceed to the next event. Candidates should take care to get up safely, orient themselves and then proceed to the next component.
7. Bear Crawl: Candidates will get down on their hands and feet only with their hands behind the line, and then crawl a distance of approximately 20 feet using their hands and feet only. Candidates must re-attempt this component while the time is running if their knees, elbows, or other parts of their body touch the floor during the component. Candidates must bear crawl the distance of 20 feet all the way until both of their feet are across the line. After bear crawling for about 20 feet, candidates will get up safely and proceed to the next event. Candidates should take care to get up safely, orient themselves and then proceed to the next component.
8. Obstacle Dodge/Serpentine: The candidate will maneuver, in a zig-zag manner, around obstacles (which are traffic cones positioned on the ground).
9. Weight Drag (approximately 95 lbs): The candidate will drag a weight completely past a line 20 feet away. Timing of the test stops when the entire weight passes over the line.

(Note: To view a diagram of the obstacle course, see Figure 1 at the end of this document.)

CRITERIA FOR PASSING THE OBSTACLE COURSE

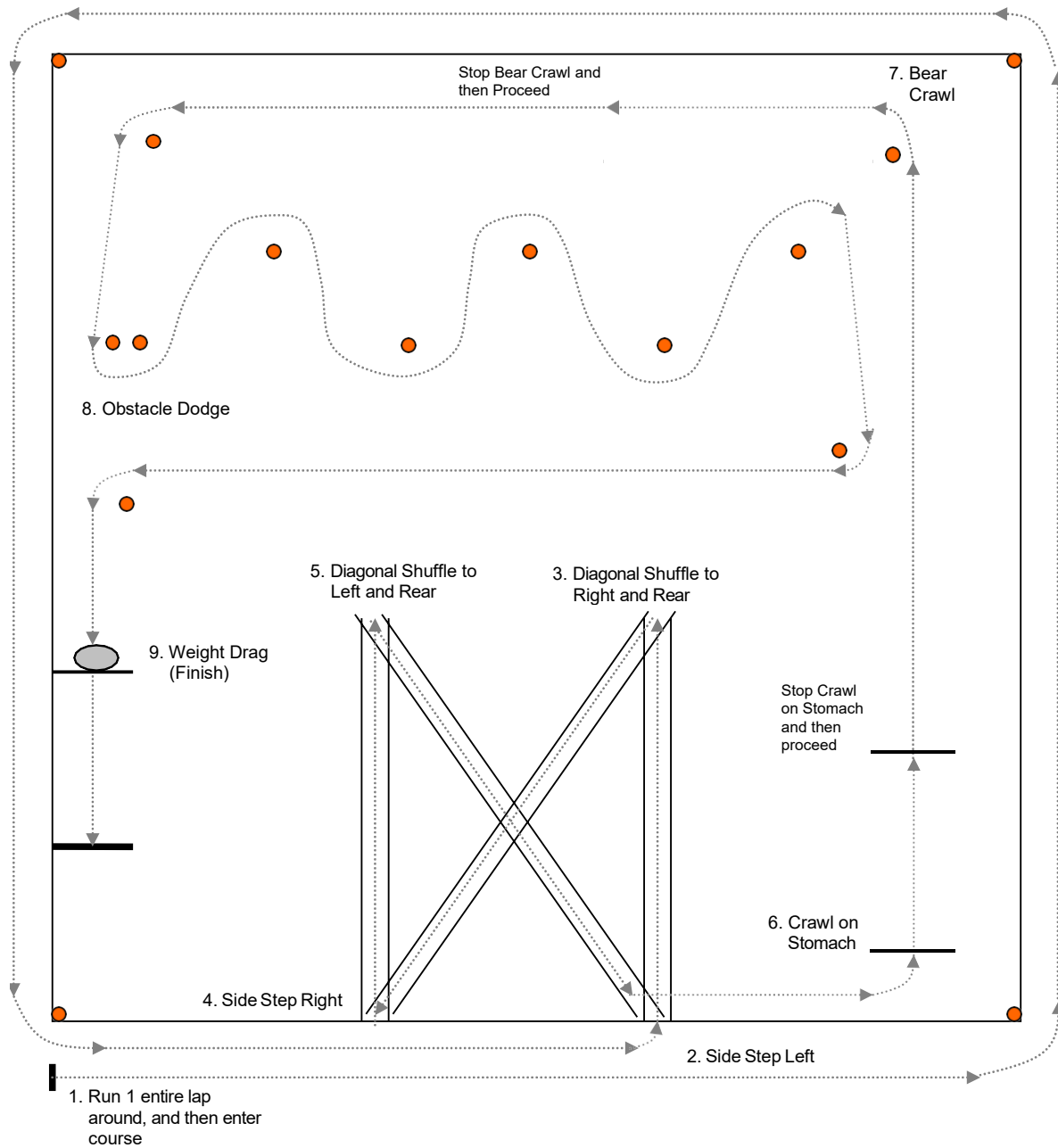
1. Candidates must successfully complete all components in 2 minutes and 22 seconds or less.
 - Test monitors should inform candidates if they have failed a component as the candidates are proceeding through the course to allow them to re-attempt the component while being timed. This way, one can avoid an instance in which a candidate did not realize they failed a component while taking the test, but still had time at the end of the test to re-attempt the component.
 - Upon completion of the test, candidates will be told their times and will be informed of their pass/fail status.

COURSE LAYOUT

Use markers on the course (e.g., heavy tape) and the objects within the course to guide the placement of any movable objects. It is important for standardization purposes that testing is conducted with the course layout exactly as it was during field testing. The distances between and of test components are provided below. (Note: NBA/NCAA regulation basketball court dimensions are 94 feet long by 50 feet wide; High school basketball court dimensions are 84 feet long by 50 feet wide).

#	Test Component	Distance to Component (in feet)	Distance of Component (in feet)	Total Distance (in feet)
1	Run	0	332.3	332.3
2	Step and Slide to Left	0	30.0	30.0
3	Diagonal Shuffle to Rear and Right	0	32.6	32.6
4	Step and Slide to Right	0	30.0	30.0
5	Diagonal Shuffle to Rear and Left	0	32.6	32.6
6	Crawl on Stomach	24.0	20.0	44.0
7	Bear Crawl	55.8	20.0	75.8
8	Obstacle Dodge (10 cones 8 feet apart, and offset by 2 feet)	51.0	62.3	113.3
9	Weight Drag (approximately 95 lbs)	76.8	20.0	96.8
	Total Distance (in feet)			787.4

CLEET
Physical Ability
Test Layout



Note: Map is not drawn to scale.

Council on Law Enforcement Education and Training (CLEET), Oklahoma

Administration Script for the Cadet Physical Assessment Test for Safe Participation

Instructions for preparing all candidates: Prior to testing a group of candidates, tell all of them the following:

"The physical ability examination which you are about to take assesses whether a person has the basic physical skills necessary to safely perform the physical requirements of the CLEET training academy. Before you complete the exam, I will walk all of you through the entire test allowing you to become familiar with what you will encounter. It is very important to proceed through the course in a safe manner – safety is of paramount importance. Please stop the test if you begin to feel ill. Please ask any questions that may arise at any time throughout the walk-through. PLEASE REMOVE ALL WATCHES, RINGS, JEWELRY AND GLOVES FOR THIS TEST."

Walk candidates through the entire course and briefly describe each event. If applicants have any questions, stop walking and answer them; then proceed with the rest of the course.

Bring all applicants to the starting point after the walk-through and have them remain out of the way while candidates proceed through the course one person at a time. When testing each candidate ask them if they believe they are physically capable of safely performing all events **prior** to having them go through the course. If any candidate indicates he/she is not capable for some reason, pause the testing and talk with authorized personnel to determine a reasonable course of action, such as determining whether a reasonable accommodation can be made for the candidate. If a reasonable course of action cannot be readily identified, do not have the candidate go through the course and inform the authorized department representative.

Regarding scoring of the candidates, tell all of them:

"You will be graded on whether you can successfully complete all components of the obstacle course in 2 minutes and 22 seconds or less. You must successfully complete all components of the test to pass. Unsuccessful completion of any component will result in failure of the physical examination. While taking the test, you may re-attempt any component if you do not complete it after the first attempt, but the time it takes for the re-attempts will be included in your total time."

Finally, in order to test applicant one at a time, tell all of them:

"Candidates will proceed through the course one at a time. When I call your name, please step up to take the exam. For everyone else, please wait patiently until your name is called."

Testing a Candidate

Make sure candidates are wearing the appropriate clothing, and ensure they are not wearing rings, watches, or jewelry. Prior to testing the candidate, say:

“As a reminder, once you have been told to GO, you will begin this test and timing will start. Do you know what you are expected to do?”

Answer any questions, then say:

“Are you ready to begin?”

Wait for the candidate to respond. If the candidate is ready, say:

“READY, GO.”

Record the candidate's total course time and indicate whether they passed all components successfully.

Council on Law Enforcement Education and Training (CLEET), Oklahoma
Candidate Record Form for the Cadet Physical Ability Examination

Date and Test Monitors

Date: _____ **Test Monitor 1 Initials:** _____ **Test Monitor 2 Initials:** _____

Candidate Information

Last name: _____

Gender:

☐ Female

☐ Male

First Name: _____

Ethnic Background:

Age: _____

- ☐ African American
- ☐ Asian/Pacific Islander
- ☐ Caucasian
- ☐ Hispanic
- ☐ Native American
- ☐ Other

Obstacle Course Performance

Time taken to complete the test: _____ minutes: seconds: milliseconds

Note: (record to the hundredths position of stop watch, e.g., 1:45:65).

Were all components of the test completed successfully? (check one) Yes _____ No _____

If the test was not completed successfully, provide a detailed reason for failure below.

**Official Waiver of Liability and Release of All Claims
CLEET Cadet Physical Test for Safe Participation**

Instructions: Please read this form carefully and completely. Then sign and date the form at the bottom.

I declare and represent that I received a sample written description of the Cadet Physical Test for Safe Participation Study Guide and am aware of what this test entails. I further declare and represent that I am now in good health, that I am familiar with and understand the nature of the Physical Ability Test, that I am physically and medically fit to participate in the tests, and that my personal attire is safe and fit for participation in the test. I personally assume any and all risks of injury with respect to all matters pertaining to my participation in the test, including death, damage, or loss which I may sustain as a result of participating in any activities associated with the test.

I hereby consent and agree to all of the following terms and conditions.

Acknowledgment of Risk As a participant in the Cadet Physical Test for Safe Participation, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with the test.

Waiver of Liability and Release of All Claims I do hereby for myself, heirs, executors and administrators, and other parties claiming under or through me, fully waive, relinquish, release, and forever quit-claim and discharge CLEET and all its elected officials, trainers, officers, agents, employees, servants, monitors, and examiners from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related in any way to any loss, damage, or injury (including death) that may be sustained by me while participating in the Cadet Physical Test for Safe Participation, or upon the premises where the test is begin conducted, whether the loss, damage, injury, or death results from the negligence of CLEET or its elected officials, trainers, officers, agents, employees, servants, monitors, or examiners, or is otherwise caused.

Indemnity and Defense I do hereby agree, for myself, heirs, executors, and administrators, and other parties claiming under or through me, to indemnify and hold harmless and defend CLEET and its elected officials, trainers, officers, agents, employees, servants, monitors, and examiners from any and all claims, suits or demands, actions, or causes of action whatsoever arising out of or related in any way to loss, damage, or injury (including death) that may be sustained by me while participating in the Cadet Physical Test for Safe Participation, or upon the premises where the test is being conducted.

Other I understand that the test administration staff may remove me from the test if they believe I might endanger myself or be an endangerment to others.

I hereby certify and declare that I have read all of the foregoing terms, conditions, and declarations, and I fully understand and agree to them.

Signature

Date

Printed Name



COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING MEDICAL RELEASE

Oklahoma law requires all law enforcement officers to attend and successfully complete a basic training program approved by the Council on Law Enforcement Education and Training. Programs approved by the Council are based upon a validated analysis of the tasks that law enforcement officers perform each day. These tasks involve Emergency runs, vehicle crashes, violent family and neighborhood disputes and the arrests of combative persons. Additionally, prior to admission to a basic academy, all applicants are required to complete a physical assessment test. The purpose of this test is to ensure the applicant is in sufficient physical condition to avoid unnecessary injury during the basic law enforcement academy training and to ensure safe participation in a CLEET basic academy. The stress, physical contact, and exertion experienced by an officer during these activities will equal or exceed those experienced by a contact sport athlete during a hard practice. To prepare recruits/cadets to meet these challenges, while attending the Academy, they will:

- Running
- Step and Slide Exercises (To the Left and Right)
- Diagonal and Rear Shuffle (To the Left and Right)
- Crawling on Stomach
- Bear Crawl
- Obstacle Dodge (Running in a Zig-Zag Manner around Obstacles)
- Weight Drag (Dragging a 95 lb weight 20 feet)
- Drive emergency vehicles;
- Practice handcuffing;
- Engage in baton and weapon retention techniques;
- Qualify with both a handgun and shotgun;
- Run, jump, wrestle and be thrown to the ground;
- Participate in practicum activities;
- Role-play in a number of job related scenarios which require strength, agility and endurance.

Specifically, while learning Defensive Tactics and Custody and Control, the cadet must have leg strength and endurance necessary for instilling, through repetition, the balanced, dynamic footwork necessary for successful defense.

- Falls and Recoveries: The student will be taught to safely impact the ground from any direction and tactically recover to a standing fighting stance. This is necessary to safeguard the student not only from attacks on the street, but to allow for the practice training of throws and take downs that are taught later as a necessary officer skill when arrest requires physical force to be exerted.
- Active Countermeasures: The student will be required to deliver a variety of full speed, full power strikes and kicks, sometimes with accentuated joint angles. The student will also be required to receive and endure such strikes, from a training partner, while holding impact bags.
- Throws and Take Downs: The student must receive and deliver full power dynamic throws resulting in full impact with the ground. The student must endure and deliver continuous applications to instill muscle memory and he or she must continue to recover in a tactical manner.
- Stabilizations: As a prerequisite to combat cuffing, the student must endure and apply repeated locks, pins and applications of body weight while learning forced ground stabilizations.
- Joint Locks: The student must endure and deliver repeated applications of maximum threshold joint locks to all parts of the body, including the neck, shoulder, elbow, wrist, fingers, hips, knees, ankles and toes.
- Handcuffing: Using various positions, locks and holds, the student will endure and deliver repeated applications of steel handcuffs to the wrists.

- Batons: The student must deliver full speed, full power baton strikes and receive same while holding impact bags. Using the rigid baton, the student will also endure and apply locks, leverage and pressures to sensitive body areas.
- Weapon Retention and Disarming: The student must have sufficient grip strength to maintain a secure grip of holstered or un-holstered weapons. The student must be capable of balanced dynamic movement and delivery of full power strikes. The student will also be required to move evasively from a variety of positions while maintaining a balanced structure and control of an adversary's weapon.

PHYSICIAN RELEASE

Patient's Name: _____

I CERTIFY THAT I HAVE READ THE ABOVE STATED DESCRIPTION OF THE ACTIVITIES FOR WHICH MY PATIENT WILL BE INVOLVED. I UNDERSTAND THAT HE/SHE WILL BE ENGAGED IN THE HIGHLY STRESSFUL AND RIGOROUS ACTIVITIES OF LAW ENFORCEMENT TRAINING. THE APPLICANT NAMED ABOVE IS MY PATIENT AND I AM FAMILIAR WITH HIS/HER MEDICAL CONDITIONS AND PHYSICAL CAPABILITIES.

BASED ON MY KNOWLEDGE AND EVALUATION OF _____, I CERTIFY THAT:

_____ **There are no contraindications** to the individual being capable of performing essential physical tasks. The applicant named above **is** physically qualified and capable of performing all of the above-described physical tasks pertaining to law enforcement training.

_____ **There are contraindications** to the individual and it is not recommended that the individual participate. The applicant named above **is not** physically qualified and capable of performing all of the above-described physical tasks pertaining to law enforcement training.

Printed Name of Treating
Physician

Signature of Treating
Physician

Date

Physician Contact Phone

Subscribed and sworn before me this _____ day of _____, 2____,

Notary Public

Comm # _____

Comm Expires: _____