



LEBANON POLICE DEPARTMENT  
201 EAST MAIN STREET  
LEBANON, IN 46052

**Pre-Employment Application Packet**

To begin the application process, complete the Pre-Employment Application (pg.2), and the Waiver of Liability (pg.12). Return **BOTH** completed forms to Ruthie Armas, LPD Administrative Assistant, in person or via email at [rarmas@lebanon.in.gov](mailto:rarmas@lebanon.in.gov).

Lebanon Police Department's Selection Process for Probationary Patrol Officer

- ❖ Pre-Employment Application Phase
  - Complete Pre-Employment Application
  - Physical Agility Testing
  - Written Examination
  - Full Application
  
- ❖ Full Application Process
  - Complete Full Application
  - Standardized Interview(s)
  - Background Investigation (personal and criminal)
  - Board of Works Interview/Selection
  
- ❖ Conditional Offer of Employment
  - Polygraph Examination
  - Psychological Screening
  - Medical Examination (including drug testing)

**PRE-EMPLOYMENT APPLICATION  
PROBATIONARY PATROL OFFICER**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (including area code) (HOME) \_\_\_\_\_

(CELL) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

**BY SIGNING BELOW, I CERTIFY THAT I AM BETWEEN THE AGES OF TWENTY- ONE (21) AND FORTY (40) YEARS OLD AND THAT I AM A UNITED STATES CITIZEN.**

**SIGNATURE OF APPLICANT** \_\_\_\_\_



# **LEBANON INDIANA POLICE DEPARTMENT**

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## **Physical Fitness Requirements for Police Applicants**

**\*Waiver of Liability must be signed by applicant**

**(See last page)**

There are five (5) components that comprise the physical fitness battery of tests:

1. **Vertical Jump**: This measures leg power and consists of measuring how high a person jumps.
2. **One Minute Sit-ups**: This measures abdominal, or “trunk”, muscular endurance.
3. **Three Hundred Meter Run**: This measures anaerobic power, or the ability to make an intense burst of effort for a short period or distance. This component consists of sprinting three-hundred (300) meters as quickly as possible.
4. **Maximum Push-ups**: This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure.
5. **Mile and a Half Run**: This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component, you must run/walk, as quickly as possible, a distance of one and a half (1.5) miles.

Each component is scored separately. Testing will be conducted in the order reflected in the chart, top to bottom. *The standard must be met on each and every component or the applicant will have failed the physical requirement.*

TEST	STANDARD
Vertical Jump	16 inches
One Minute Sit-Ups	29
300 Meter Run	71 seconds
Maximum Push-Ups	25
1.5 Miles Run	16 minutes 28 seconds

It is important to have physical test, standards, and programs that differentiate between those *who can and cannot perform the duties of a police officer* regardless of age, gender, race, or disability.

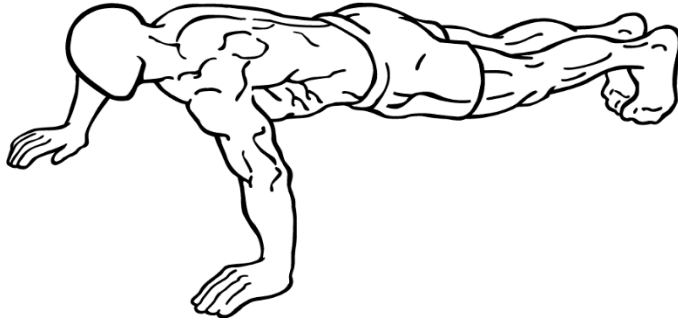
Public safety studies consistently show twenty to thirty (20-30) strenuous and critical physical tasks that are job related. These tasks are necessary to perform essential functions of the job. There is ample data to document that physical fitness components are the *underlying and predictive factors for performing tasks* such as:

Sustained pursuit	Aerobic power
Sprints	Anaerobic power
Dodging	Aerobic, anaerobic power & flexibility
Lifting & carrying	Muscular strength, endurance & anaerobic power
Dragging, pulling, & pushing	Muscular strength, endurance & anaerobic power
Jumping & vaulting	16 minutes 28 seconds
Crawling	Anaerobic power, leg power, & strength
Use of force < 2 minutes	Muscular strength, endurance & anaerobic power
Use of force > 2 minutes	Muscular strength, endurance & aerobic power

Studies conducted by the Cooper Institute for Aerobics Research have determined the areas and levels of physical fitness which are necessary for performing the essential functions of a police officer. The resultant test has scientific evidence for having construct and criterion validity as measuring job related factors. The established norms are scientifically valid norms based on general law enforcement samples. These single cut points are the lowest recommended standards for any law enforcement basic trainee.

### **Maximum Push-up:**

You can make the following routine to prepare for this component. The first step is to see how many push-ups you can do. That will become your initial training repetition dose, or ITRD. For successive weeks, keep adding two (2) repetitions per week. If you cannot do a regular push-up at first, do the modified push-up for several weeks following this routine, then advance to the regular push-up.



Week	Sets	Repetitions	Frequency
1	1	ITRD	3/week
2	2	1/2 ITRD	3/week
3	3	1/2 ITRD	3/week
4	3	1/2 ITRD plus 2	3/week
5	3	1/2 ITRD plus 4	3/week
6	3	1/2 ITRD plus 6	3/week
7	3	1/2 ITRD plus 8	3/week
8	3	1/2 ITRD plus 10	3/week

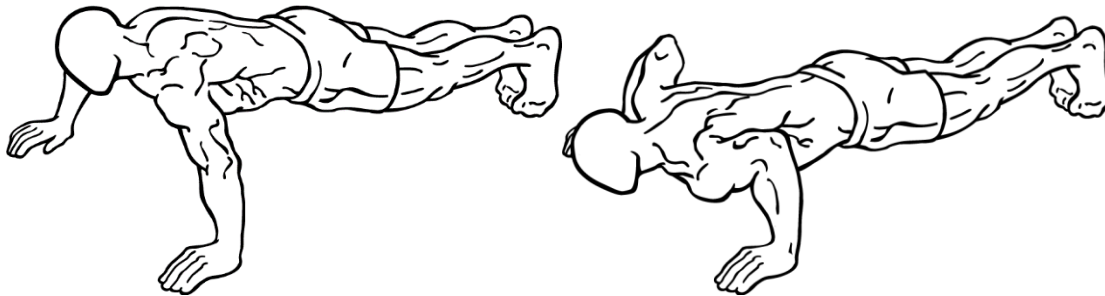
### **Protocol for Maximum Push-Ups**

#### **Purpose:**

This measures muscular endurance of the upper body (anterior deltoid, pectoralis major, and triceps).

#### **Procedure:**

1. The hands are placed shoulder width apart with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator placed one fist on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with the elbows fully locked. This is one (1) repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the participant elects to stop or cannot continue, the total number of correct push-ups is recorded as the score. No time limit.



### **300 Meter Run:**

To prepare for this component, it is a good idea to do interval training. This first step is to time yourself for an all-out effort at 110 yards. This is called your initial time, or IT. The second step is to divide your IT by .80 to get your training time. Then follow the schedule below.



Week	Distance	Reps	Training Time	Rest time	Frequency
1 & 2	110 yards	10	IT ÷ .80	2 min.	1/week
3 & 4	110 yards	10	IT ÷ .80 minus 2-3 sec.	2 min.	1/week
5 & 6	110 yards	10	IT ÷ .80 minus 5-6 sec.	2 min.	1/week
7 & 8	220 yards	8	IT ÷ .80 x 2	2 min.	1/week
9 & 10	220 yards	8	IT ÷ .80 x 2 minus 4 sec.	2 min.	2/week

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### **Protocol for 300 Meter Run**

#### **Purpose:**

This is a measure of anaerobic power.

#### **Equipment:**

400 meter running track or any measured 300 meter flat surface with sufficient distance to slow to a stop.

#### **Procedure:**

1. Warm up and stretching should precede testing.
2. Participant runs 300 meters at maximal level of effort. Time used to complete distance is recorded.
3. Participant should walk for 3 – 5 minutes immediately following to cool down. This is an important safety practice.



### **1.5 Mile Run:**

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. Begin at the level you can accommodate and if you can advance the schedule on a weekly basis, then proceed to the next level.

<b>Week</b>	<b>Activity</b>	<b>Miles</b>	<b>Minutes</b>	<b>Frequency</b>
1	Walk	1	17-20	5/week
2	Walk	1.5	25-29	5/week
3	Walk	2	32-35	5/week
4	Walk/Jog	2	28-30	5/week
5	Walk/Jog	2	27	5/week
6	Walk/Jog	2	26	5/week
7	Walk/Jog	2	25	5/week
8	Walk/Jog	2	24	5/week
9	Jog	2	23	4/week
10	Jog	2	22	4/week
11	Jog	2	21	4/week
12	Jog	2	20	4/week



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### **Protocol for 1.5 Mile Run**

#### **Purpose:**

The 1.5 mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

#### **Equipment:**

1. Stopwatch
2. Indoor or outdoor track or another suitable *flat* running area measured to 1.5 miles
3. Testing forms to record data

#### **Procedure:**

1. Participants should not eat a heavy meal or smoke for at least 2 -3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmias).



## Vertical Jump:

**\*You must train to meet the standards.** Training must be specific to the target activity and therefore each component has a different training routine.

A good way to prepare for this component is to do plyometric training. The basic plyometric exercise routine consists of 3 exercises: double leg vertical jump, single leg vertical jump and the double leg hop. Perform each exercise with 1 set of 10 repetitions, 3 days/week. Do the repetitions ballistically without stopping. Rest 3 minutes between each set of each exercise.

Exercise	Sets	Reps	Rest	Frequency
Double leg vertical jump	1	10	3 min.	3/week
Single leg vertical jump	1	10	3 min.	3/week
Double leg hop	1	10	3 min.	3/week

### **Double Leg Vertical Jump**

Intensity Level: High

Starting Position: Stand with the feet shoulder-width apart

Direction of Jump: Vertical

Arm Action: Double arm action

Starting Action: Perform a rapid counter movement and jump as high as possible

Ascent: Thrust arms upward vigorously and reach as high as possible

Descent: When the feet hit the ground, jump again immediately without a stutter step

### **Double Leg Hop**

Intensity Level: Medium

Starting Position: Stand with the feet shoulder-width apart

Direction of Jump: Horizontal with a vertical component as well

Arm Action: Double arm action

Starting Action: Jump off of both legs and strive for maximal distance

Ascent: Think about "hanging" in the air

Descent: Land in the starting position and immediately repeat movement

### **Single Leg Vertical Jump**

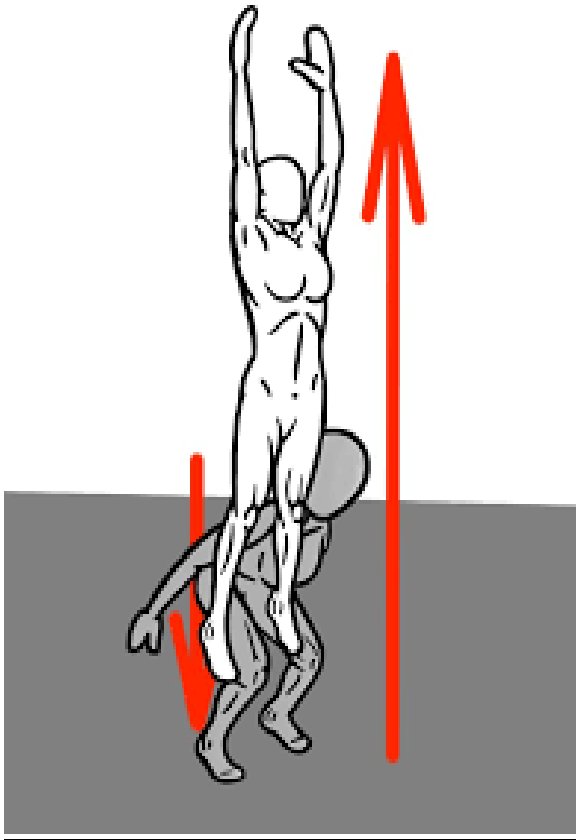
Intensity Level: High

Starting Position: Stand with one foot on the ground

Direction of Jump: Vertical

Arm Action: Double arm action

## Protocol for Vertical Jump



### Purpose:

This is a measurement jumping or explosive power.

### Equipment:

1. Vertical measuring apparatus fixed to a smooth wall.
2. Some way to mark extension when jumping (chalk dust, Velcro).

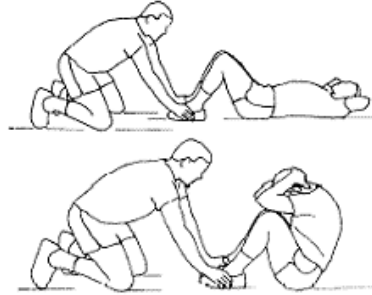
### Procedure:

1. Participant stands with one side towards the wall, feet together, and reaches up as high as possible to mark his/her standard reach.
2. Participant jumps as high as possible and marks the highest point of the jump. Participant must jump from both feet in a stationary stance. Arms may be pumped and thrust upward.
3. Score is the total inches to the nearest  $\frac{1}{2}$  inch above the standard mark.
4. The best of 3 trials is the recorded score.

### **1 Minute Sit-Ups:**

The following routine will prepare you for this component. The first step is to see how many sit-ups you can do in a minute. That will become your initial training repetition dose, or ITRD. For successive weeks keep adding 2 repetitions per week.

Week	Sets	Repetitions	Frequency
1	1	ITRD	3/week
2	2	1/2 ITRD	3/week
3	3	1/2 ITRD	3/week
4	3	1/2 ITRD plus 2	3/week
5	3	1/2 ITRD plus 4	3/week
6	3	1/2 ITRD plus 6	3/week
7	3	1/2 ITRD plus 8	3/week
8	3	1/2 ITRD plus 10	3/week



### **Protocol for 1 Minute Sit-Ups**

#### **Purpose:**

This measures abdominal muscular endurance.

#### **Procedure:**

1. The participant starts by lying on his/her back, knees bent, and heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly.
3. The participant then performs as many correct sit-ups as possible in 1 minute.
4. In the up position, the subject should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit-ups. Any resting must be done in the up position.
6. Breathing should be as normal as possible; making sure the participant does not hold his/her breath as in the Valsalva maneuver.

**WAIVER OF LIABILITY**

The undersigned is a candidate for employment with the City of Lebanon, Indiana, and in such capacity the undersigned realized that there are certain tests to be taken which include a test for physical agility. Certain exercises or physical demonstrations may be required as well as feats of dexterity. The candidate has been made aware of these requirements.

I hereby declare that I am familiar with the testing requirements. I hereby release the City of Lebanon, its' representatives, employees, agents and/or officials of any liability for physical damage which might befall me as a result of the testing process.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signature of Candidate \_\_\_\_\_