

Michigan Sheriffs' Coordinating and
Training Council

Local Corrections Officer
Physical Ability Test

Candidate Guide



The Local Corrections Officer Physical Abilities Test (LCOPAT) is owned and administered by the Michigan Sheriffs' Coordinating and Training Council (MSCTC). MSCTC contracted with Empco, Inc. to guide the development and validation of the LCOPAT.

INTRODUCTION

This guide has been developed to assist candidates in taking the Michigan Sheriffs' Coordinating and Training Council (MSCTC) Local Corrections Officer Physical Ability Test (LCOPAT). The LCOPAT is a prerequisite to being hired as a corrections officer at a Sheriff's Office in the state of Michigan. The LCOPAT is designed to simulate the physical aspects of the corrections officer job. The LCOPAT is made up of different components, with each component addressing a specific corrections officer physical ability or job task. Since the LCOPAT closely resembles the job, performance on the job should mimic performance on the LCOPAT. As a result, we can use a candidate's score on the LCOPAT to predict how that candidate might perform if he/she were selected to become a corrections officer. Passing scores on the LCOPAT indicate that a candidate is more likely to be physically fit for the job.

This booklet describes the components and guidelines for the LCOPAT. Section I describes the responsibilities of the test proctor role. Section II explains the LCOPAT components. Section III lists general LCOPAT rules. Section IV describes additional administrative information pertaining to the LCOPAT.

Objectives of the Candidate Guide

There are several objectives that we would like to accomplish with the use of this *Candidate Guide*. They are outlined for you below.

1. To inform you of the rules governing the physical ability test process.

This guide will provide you with information about what is expected of applicants and what they should expect of the testing process. It is important that you be aware of these rules so that you are better able to perform on test day.

2. To help you become acquainted with the types of tasks included in the physical ability test.

This *Candidate Guide* will provide you with a better understanding of the nature and format of the components that compose the MSCTC's Local Corrections Officer PAT (LCOPAT). The test is designed to be a measure of an applicant's job-related physical ability. Applicants will be tested on multiple distinct physical ability test components.

SECTION I – BEFORE THE TEST BEGINS

Candidate Information

All information that is available to candidates regarding the LCOPAT can be found on MSCTC's website: www.misctc.org. On this site, candidates will be able to download a Candidate Preparation Guide which provides information that explains what to expect on test day and other useful testing information. Candidates will also be able to download and view a video demonstration of the LCOPAT. Other required documents such as the health screening form can be found on this website, as well as a place for candidates to schedule their test.

Candidates must provide a completed health screening form signed by a physician/physician's assistant and a valid driver's license prior to taking the test. No candidate will be allowed to take the test without submission of this form and presenting a valid driver's license.

Candidate Sign-up

Please see the MSCTC website for candidate sign-up. Contact specific testing locations for testing dates, times, registration and payment information. Schedule your test early as space is limited.

CANDIDATE WALK-THROUGH AND ORIENTATION

Part of the administration of the LCOPAT will be to provide an on-site candidate orientation of the course prior to having a candidate test. Once the arrival time has passed, no more candidates will be allowed to enter and the orientation for the group will begin. Even though candidates will start one at a time, the administrators will take all candidates together in one large group to do the walk-through. Each component will be explained thoroughly. All rules will be discussed at this time (as described in this guide). The proctor will ask candidates if they have any questions; be sure you are clear about what the expectations and rules are. It is better to ask questions in the walk-through than during the LCOPAT when candidates are being timed.

SECTION I – LCOPAT COMPONENTS AND ADMINISTRATION

The LCOPAT consists of six (6) components or evolutions. All six (6) evolutions are completed by a corrections officer candidate and are timed collectively, with five minutes and 35 seconds (**5:35**) being the pass/fail cutoff. Descriptions of all six (6) evolutions are provided in this section.

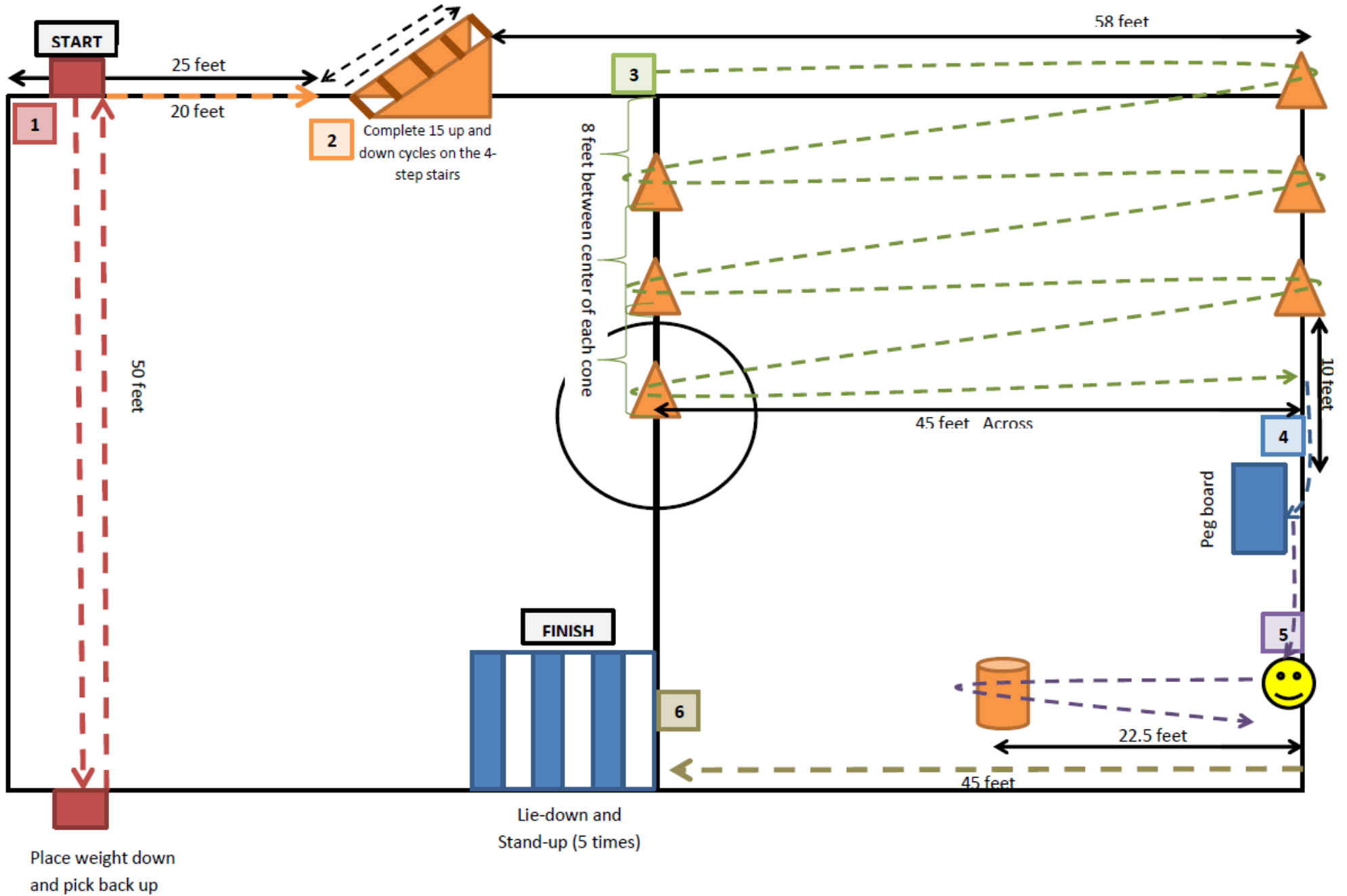
Test Description

The MSCTC's Local Correction Officer Physical Ability Test (LCOPAT) is designed to simulate situations that could be faced by a corrections officer in the state of Michigan. A series of obstacles and tasks (evolutions) have been assembled to create a comprehensive assessment of the physical abilities necessary to perform the essential job tasks related to performing under such a situation. This job simulated physical ability test consists of the following evolutions:

- 1. Weight Carry**
- 2. Stair Climb**
- 3. Obstacle Run**
- 4. Peg Board**
- 5. Dummy Drag**
- 6. Lie-down / Stand-ups**

Each evolution requires specific physical abilities and simulates real job tasks. Each evolution was developed by a panel of subject matter experts. These experts reviewed and discussed how each evolution assesses the physical abilities necessary for the job, and how the required tasks completed in the evolutions mirrored real job tasks. When necessary, experts modified the required tasks for each evolution to ensure that the tasks were highly similar to those tasks required on the job (e.g., the amount of weight one needed to carry, the number of stairs one should climb, distances of running, etc.). The resulting aggregate of evolutions simulates a response to a situation at a Michigan local corrections facility.

The entire course will be reviewed first. A course diagram has been included to allow candidates to follow along as the obstacle course is discussed. Once the course is discussed as a whole, each evolution will be reviewed independently. Each evolution will be described in terms of the specific measurement that evolution aims to simulate. The specific tasks needed to successfully complete the evolution will be provided, as well as the rules that govern the successful completion of the evolution. The candidate must successfully complete each evolution before they move to the next evolution.



Course Overview

The course has been laid out onto a 15 meter by 28 meter basketball course (approximately 50 feet by 90 feet). The course has been designed to allow for an easy flow of candidates through the course. It has been designed to allow for two candidates to be run at staggered intervals, thereby increasing the number of candidates that can be tested. The course map provided on the previous page displays all six (6) evolutions and the respective measurements to properly set up the course.

The first evolution is the Weight Carry. This evolution is set up by measuring out 50 feet, the distance a candidate will run through twice to complete this evolution. An 18 inch box at each end of this run should also be measured out. An optional floor mat can be used if your administration site wishes to protect the flooring of the course (e.g., if you set up on a basketball course).

The second evolution is the Stair Climb and is set up 25 feet horizontally from the starting corner of the first evolution (see diagram). The second evolution utilizes the specific staircase that is required for this test. The stairs should be setup to have four (4) steps; please see the staircase user's manual for setup instructions.

The third evolution is the Obstacle Run and is set up by measuring out 58 feet from the back of the stair case. A cone should be placed in this spot and represents the first obstacle candidates will navigate around (see diagram). Moving vertically from this position, measure out from the center of the cone 8 feet. Place a cone at this spot and repeat to place the third vertical cone. From cone two, measure out 45 feet (starting from the center of the cone) horizontally. Place a cone in this spot just measured. This will be the first cone in the second column (see diagram). Moving vertically from this position, measure out from the center of the cone 8 feet and place another cone. Repeat this such that three cones are placed in this column.

The fourth evolution is the Peg Board. Place a table ten feet vertically from the center of the last cone in the column closest to (or on) the outer boundary line (see diagram). On this table, place the peg board. Be sure to place ten grooved pegs in the peg holding receptacle.

The fifth evolution is the Dummy Drag. In the space between the peg board station and the bottom edge of the boundary line, establish a starting position. The distance will vary as your table size may differ, this distance should be approximately 5 to 15 feet. From this starting position, measure out 22.5 feet horizontally. At this position place the traffic barrel. The dummy should be placed in inmate clothing and should be placed face down with its feet placed on the starting line with the feet facing the barrel.

The last (sixth) evolution is the Lie-Down Stand-Ups. From the barrel, measure out 22.5 feet (or from the starting position measure out 45 feet). At this spot place a gym mat on the floor (see diagram). The gym mat length should be a minimum of 6 feet.

Evolution I – Weight Carry



Background:

Evolution I is the Weight Carry; Candidates will begin the LCOPAT with this evolution. This evolution simulates the job tasks where correction officers carry gear and/or equipment. The amount found to be an “average” or reasonable weight that a correction officer would need to carry, as defined by subject matter experts, was 40 lbs. The average reasonable distance that a correction officer would need to carry such a weight, as defined by subject matter experts was found to be 100 feet. Within the context of the job simulation, this evolution was devised to simulate the need to carry equipment or medical supplies to a location within the corrections facility.

Evolution Task:

Candidates will start at one end of the run. The weight will be placed in the weight-box, a premeasured box located at either end of the run. Once the candidate is instructed to begin, the candidate will pick up and carry the weight down the run (approximately 50 feet). The candidate will place the weight down in a second weight-box and immediately pick it back up again. The candidate will then run back to the starting position and place the weight down in the initial weight-box.

Rules / Clarifications:

- This is the first evolution. Proctors will instruct the candidate to take the starting position. Then ask, “Are you Ready?” Upon the candidate’s acknowledgement they are ready, the proctor will “start” the candidate.
 - In a starting position, candidates may grasp the handle of the weight, so long as the weight remains touching the floor.
 - The stop watch should be started as soon as you say “Begin.”
- At the mid-point, candidates must touch the kettle bell to the floor, they do not need to let go of the kettle bell, and then return to the starting point.
- Candidates may carry the kettle bell however they want.

Evolution 2 – Stair Climb



Background:

Evolution 2 is the Stair Climb; Candidates will move to this evolution after successfully completing the Weight Carry. This evolution simulates the job tasks where correction officers may need to navigate through a correction facilities with multiple levels. The number of stories found to be an “average” or reasonable height that a correction officer would need to ascend and descend, as defined by subject matter experts, was 6 stories or 5 flights of stairs. In standard U.S. dimensions, this equates to 60 steps each way. Within the context of the job simulation physical ability test, this evolution was devised to simulate the need to respond to a situation in a multi-level facility such as found in the state of Michigan.

Evolution Task:

Candidates will start by ascending a 4-step stair case. They candidate will stop on the top landing and will turn around and descend the 4-step stair case. Once both feet touch the ground this completes one cycle. Candidates are to complete 15 total cycles. This equates to exactly 60 stairs ascended and 60 stairs descended.

Rules / Clarifications:

- The proctor will count the cycles for the candidate. When the candidate completes each cycle, audibly announce the number completed so the candidate can hear.
- Once the candidate has finished 15 cycles direct the candidate to the next evolution.
- During each ascent, candidates must face forward. That is their chest should face in the direction of their ascent.
- During each decent, candidates must also face forward. That is, their chest should face in the direction of their descent.
- At least one of the candidate’s feet must touch every step.
- Both of the candidate’s feet much touch the top of the landing to complete a full ascent; likewise, both feet much touch the floor to complete a full descent.
- Candidates are allowed to use the hand rails on the stairs, should they so choose.
- It is recommended that candidates alter the direction the turn at the top and bottom to minimize the potential of becoming dizzy.

Evolution 3 – Obstacle Run



Background:

Evolution 3 is the Obstacle Run; Candidates will move to this evolution after successfully completing the Stair Climb. This evolution simulates the job tasks where correction officers need to navigate through a correction facilities corridor. The distance is found to be an “average” or reasonable length that a correction officer would need to run, as defined by subject matter experts, was 300 meters. Within the context of the job simulation physical ability test, this evolution was devised to simulate responding to a situation some distance away.

Evolution Task:

Candidates will start immediately following the completion of the stair climb. They will run a straight-away of 58 feet as their first “leg” of the obstacle course. Candidate will reach cones and weave around them. In total candidates will navigate through 6 cones.

Rules / Clarifications:

- Candidates must weave through each cone as indicated in the diagram. Candidates should be directed in a proactive manner as to how to navigate the course.
- Candidates must complete the Obstacle Run as diagramed, any missed cones or altered course will require corrective action which will take time to complete.

Evolution 4 – Peg Board



Background:

Evolution 4 is the Peg Board; Candidates will move to this evolution after successfully completing the Obstacle Run. This evolution simulates the job tasks where correction officers need to manipulate keys or other small devices under duress or fatigue. Within the context of the job simulation physical ability test, this evolution was devised to simulate responding to a situation where upon reaching an end of a corridor, a corrections officer needed to open a gated or locked area.

Evolution Task:

Candidates will run to a table immediately following the completion of the Obstacle Run. At the table candidates will place ten (10) grooved pegs into 10 of 25 slots. Candidates only need to place the ten (10) grooved pegs into any of the available slots. Once all pegs have been placed, the evolution has completed and candidates are free to move to the next evolution.

Rules / Clarifications:

- Candidates may use one or both hands to complete this task.
- Once the candidate has placed the ten pegs into the grooved slots, the proctor will indicate to the candidate that they should move on to next evolution.

Evolution 5 – Dummy Drag



Background:

Evolution 5 is the Dummy Drag; Candidates will move to this evolution after successfully completing the Peg Board. This evolution simulates the job tasks where correction officers need to manipulate inmates, such as dragging or carrying an unconscious inmate or struggling with unruly inmates. According to subject matter experts, a typical distance a corrections officer may drag an inmate is roughly 45 feet, and is done often within confined spaces including turns. The average weight of males in the US is 195 lbs and the average weight of females in the US is 165 pounds. Accordingly, a 165 lbs dummy was identified as the most reasonable weight for males and females to manipulate. Within the context of the job simulation physical ability test, this evolution was devised to simulate arriving to a scene where an inmate needed to be suppressed and dragged to a holding room.

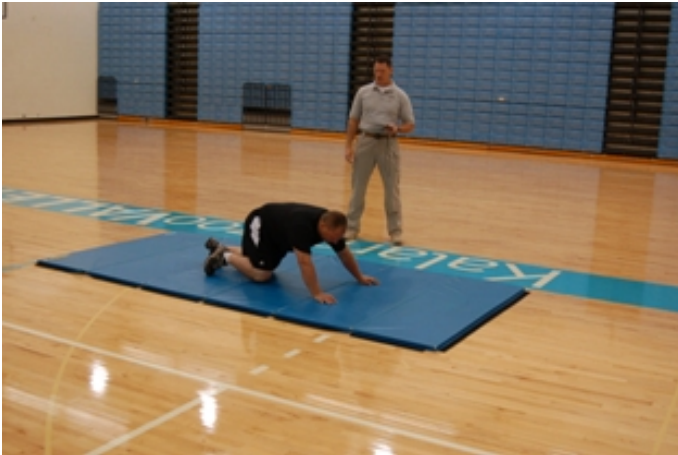
Evolution Task:

Candidates find a 165 lbs dummy lying face down and with the feet facing toward the barrel 22.5 feet away. Candidates must first flip the dummy to its back. Candidates must then rotate the dummy 180 degree to drag the dummy head first. Candidates must then drag the dummy head first 22.5 feet around a traffic barrel and back to the starting position 22.5 feet away. Once the feet of the dummy cross the finish/stat line, the dummy needs to be flipped over onto its stomach.

Rules / Clarifications:

- The candidate must flip the dummy onto its back before they may begin to drag it.
- The candidate may drag the dummy by any technique, so long as they drag the dummy head first. As an example, candidates may not drag the dummy by its feet.
- The candidate or the dragged dummy may not touch the traffic barrel. **A five (5) second penalty is added to a candidate's time should the barrel be touched.** The rule should only be enforced for touches that move the traffic barrel a discernable amount.
- To complete the evolution ensure the feet of the dummy have crossed the finish line and that the dummy has been fully flipped to its stomach.
- The dummy will be fully clothed in an inmate uniform. The uniform may be used to manipulate or drag the dummy.

Evolution 6 – Lie Down / Stand Ups



Background:

Evolution 6 is the Lie Down / Stand Ups; Candidates will move to this evolution after successfully completing the Dummy Drag. This evolution simulates the job tasks where correction officers need to be able to regain their footing should they be knocked down (e.g., in a struggle with an inmate). Within the context of the job simulation physical ability test, this evolution was devised to simulate being knocked to the ground after having struggled with an inmate.

Evolution Task:

Candidates jog 45 feet from the dummy drag to a floor mat. Once standing on the mat the candidate lies down on their stomach. Then, the candidate stands back on their feet with knees straight and torso perpendicular to the mat, and proceeds to lie down on their back. Last, the candidate stands back to their feet with knees straight and torso perpendicular to the mat. This constitutes one complete cycle. This cycle is repeated 5 times. Once the fifth cycle is completed the physical ability test is complete.

Rules / Clarifications:

- After rolling the dummy back over, candidates will run to the mat.
- Candidates must lay down on to their stomach, so that their stomach touches the ground, then they must stand upright (not bent over or squatting), and then lay on their back, with their mid-back touching the ground, and then go back to standing upright. When standing candidates' knees must be straight and their torso perpendicular to the mat.
- They must repeat this cycle 5 times. Proctors will count each cycle out loud.
- The stop watch will be stopped after the candidate returns to upright after being on back at the end of the fifth cycle.

SECTION III – GENERAL LCOPAT RULES AND GUIDELINES

There are some general rules that will be enforced throughout the testing process.

1. Test-takers may not leave the LCOPAT course during the test. Leaving the course will signify the end of the test and they will receive a failing grade.
2. Test-takers may rest during the LCOPAT test but doing so will not result in the clock being stopped. Once the test has begun, time will continue uninterrupted until the Lie-down Stand-ups are completed, or until the cut-off time has been exceeded.

OTHER GUIDELINES

- Proctors do not offer the candidate advice or encouragement that is unsolicited. Proctors may answer questions specifically directed by the candidate. Proctors are permitted to answer questions asked prior to beginning the course as well.
- Proctors are not allowed to hold any clothing, equipment (gloves, glasses, etc.) or other personal effects for candidates while on the course. For example, if a candidate chooses to carry gloves, he/she must carry them him/herself.
- If a candidate receives an initial warning for violating a rule and appears to be on the verge of breaking that rule again, proctors will interject another brief verbal warning to the candidate about the potential disqualification prior to actually disqualifying that candidate. If corrective actions are not taken, then the proctor may disqualify the candidate.
- Proctors are permitted to inform candidates of his/her elapsed time, if asked. However, they will not offer the amount of time remaining or any other descriptions of time other than the total elapsed time.
- Proctors will not offer advice to candidates on techniques while they are participating in the event, so do not ask for such advice.

THE CUTOFF SCORE

The cutoff score for the timed portion of the physical ability test is five minutes and thirty-five seconds (5:35). This time is set above the 95th percentile for performing job incumbents. Thus, on average, 95 percent of incumbents meet the standard for the physical ability assessment. If an applicant's time exceeds 5:35, the candidate will be told that time has expired and the applicant will be pulled from the course as quickly as possible to not disrupt the other test-takers. Both passing and failing test-takers must sign a form signifying they have been informed of their test result.

SECTION IV – ADMINISTRATIVE GUIDELINES

Re-Testing Policy

Candidates must wait thirty 30 days after failing the LCOPAT to retest. Failing the test a second time will require an additional thirty (30) day waiting period to retest. Candidates may only test three times in a 12-month period.

Score Expiration

A passing LCOPAT time is good for 1 year from the date of the test.

Physical Abilities Test Completion Form

At the end of the LCOPAT each candidate will be given a Physical Abilities Test Completion Form. This is what candidates will need to provide to potential employers to show proof of successful completion of the LCOPAT. The certificate is good for one year from the successful completion date of the test.

Physical Abilities Test Information Form

A Physical Abilities Test Information Form must be completed for every candidate taking the LCOPAT. Candidates will be asked to complete demographic information on this form. The information reported on this form will be kept confidential and is collected for validation and statistics purposes ONLY.