



Williamson County Sheriff's Office

Pre-Employment Functional Fitness Test (FFT)

This is to inform you of the physical fitness requirements for all Williamson County Sheriff's Office deputy sheriff applicants. This packet contains detailed information about the functional fitness testing procedures and how to prepare for the tests. All applicants must take and pass all five fitness tests in order to continue with the hiring process. Failure to successfully complete the first, second, third, fourth or fifth test will result in discontinuing the entire physical fitness test and the hiring process.

The testing is intended to measure an applicant's ability to meet the minimum physical requirements necessary to perform the essential functions of a deputy sheriff in all divisions of the Department. Individuals requiring reasonable accommodation to perform the physical fitness test should contact the test administrator prior to the testing date. Candidates must be able to fully perform the fitness test, with or without accommodation, in order to be considered for employment as a deputy sheriff. Any request for reasonable accommodation by an otherwise qualified individual with a disability will be considered on a case by case basis.

The following are some key points regarding the requirements of the position and the Pre-Employment Functional Fitness Test (FFT).

Physical Demands of Law Enforcement Positions

Law enforcement positions within Williamson County Sheriff's Office are demanding positions. Job duties are carried out under stressful and dangerous conditions in which deputies must be able to defend themselves and others. Williamson County Sheriff's Office deputies must be proficient in the use of firearms and be physically capable of controlling those persons in their custody even when the officer is unarmed. Further, Williamson County Sheriff's Office deputies may be required to conduct transports at any time day or night, and must be able to perform at a consistently high level for extensive periods of time.

Successful completion of the FFT ensures that all new hire Williamson County Sheriff's deputies are at a minimally acceptable level of physical fitness to meet physical demands of mandatory training and the performance of the essential functions of the position.

What are the tests?

Five tests will be administered:

1. Kneel / Stand Test
2. Push-ups
3. Step Test
4. Front Plank
5. 440 Run / Dummy Drag

What do I need to bring for the tests?

When you arrive for your Functional Fitness Test you should dress in clothing suitable for physical fitness including:

- Gym shorts or sweat pants and T-shirt (shirt should have sleeves)
- Athletic shoes which provide good support and sweat socks
- Athletic support garments (including braces or supports).
- Water is preferred, but is not provided at the test site.

Functional Fitness Test Instructions for Applicants for Law Enforcement Positions Within Williamson County Sheriff's Office

General Information

Passing all 5 pre-employment fitness tests is a requirement to continue the application process.

Study these instructions carefully

Physically condition yourself to perform these tests

Avoid heavy physical exercise 48 hours prior to testing

Refrain from smoking or drinking caffeine on the test day

Do not eat a large meal within (2) hours of testing

Tests are performed in this order:

- 1. Kneel / Stand Test (Timed: Stage 1, 25 seconds / Stage 2, 2 minutes)**
- 2. Push-ups (Timed: one minute, 1:00)**
- 3. Step Test (Timed: two minutes, 2:00)**
- 4. Front Plank (Timed: one minute 1:00)**
- 5. 440 Run / Dummy Drag (Timed: Maximum three minutes, 3:00)**

Practice is provided before the kneel / stand test.

There will be a minimum rest period of three (3) minutes between tests

Each test must be successfully completed to progress to the next test

It should be noted that a passing score qualifies the individual to continue in the application process. Standards for passing physical testing after completion of the physical training portions of the Detention Academy once a candidate is selected for employment may be higher than the threshold requirements for employment screening based upon the physical demands of the job and needs of the organization.

Kneel / Stand Test

The Kneel / Stand Test contains all shooting positions required to pass the Firearms portion of the Detention Training Academy as well as the semi-annual weapons training. It consists of 10 changes of position, an extended period (2 minutes) of upright kneeling, followed by the final position change. The test is administered as one continuous test, with two parts, which are timed separately. The initial 10 changes must be completed within 25 seconds, and are immediately followed by two minutes of kneeling and then coming to a full standing position. Both parts of the test require the maintenance of upright postures with minimal posture deviations especially during change of positions. Throughout the test you will be required to hold both arms extended in front of you while holding a replica firearm. An instructor will provide verbal cues during this test so you do not have to memorize the sequence of positions changes.

Push-up Test

Push-ups measure the upper body strength required to surmount obstacles at the Detention Training Academy, the Law Enforcement Training Academy and on the job. This is a timed test requiring you to complete ten (10) proper form push-ups within 1 minute. The depth of the push-up will be measured using a 4" foam block. Rests between push-ups, if needed, must be taken in the "up positions." The Test Administrator will evaluate your form during the test and will instruct you when to start and stop. Incorrectly executed push-ups will not be counted.

Step Test

The step test measures cardiovascular endurance required to surmount obstacles at the Detention Training Academy, the Law Enforcement Training Academy and on the job. It is a timed test, requiring you to step up and down on a 16" high step at a rate of 25 steps per minute for a total of two (2) minutes duration.

Front Plank

The Front Plank measures core strength required to surmount obstacles at the Detention Training Academy, the Law Enforcement Training Academy and on the job. It is a timed event in which participants must maintain the front plank position for a minimum of 1 minute . (1:00)

440 Run / Dummy Drag

The 440 Run / Dummy Drag test measures cardiovascular endurance, upper body strength, and lower body strength required to surmount obstacles at the Detention Training Academy, the Law Enforcement Training Academy and on the job. It is a timed test, requiring you to RUN 440 yards, and then immediately drag a 165 pound dummy for 25 yards.

Instructions for the Kneel / Stand Test

Assume a prone position lying on your stomach on the floor with your arms directly alongside your body with the palms up. Come to an upright kneeling position on both knees. Thighs and upper body are to be vertical so that there is no leaning or sitting back on heels.

(Figure 1-3)



Fig 1



Fig 2



Fig 3

Grip the provided replica firearm with your non-dominant hand and use your non-dominant hand to support the replica firearm (as if firing a semi-automatic pistol). Extend both arms in front of you horizontally with the elbows fully extended and locked. Elevate arms to eye level. Point the replica firearm at the mid-chest of the examiner. Keep both thumbs pointed forward. Your arms will remain in this position through the test. (Figure 4)



Fig 4



Fig 5



Fig 6

Assume an upright standing position. (Figure 5)

Assume a right knee kneeling (half-kneeling) position. (Figure 6)

Assume an upright standing position. (Figure 7)

Assume a left knee kneeling (half-kneeling) position. (Figure 8)

Assume an upright standing position. (Figure 9)

Assume a full-kneeling position (either leg may initiate movement). (Figure 10)



Fig 8



Fig 9



Fig 10

Assume an upright standing position. (Figure 11) **COMPLETES STAGE 1**

Assume a full-kneeling position again (either leg may initiate movement). (Figure 12)

Hold the upright kneeling position on both knees for 2 (two) minutes. (Figure 12)

Keeping both arms in front of you horizontally with the elbows fully extended and locked.
Assume an upright standing position. (Figure 13)



Fig 11

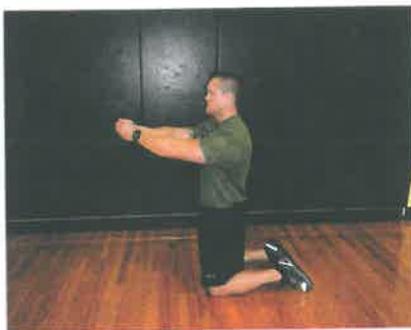


Fig 12



Fig 13

When told to do so relax the arms and relinquish the replica firearm to the test administrator.

Instructions for Push-Ups

This test measures dynamic muscular strength and endurance of the muscles of the upper body.

Start in the “up position” with your elbows locked and your hands spaced shoulder width apart, with thumbs aligned with the crease of your shoulder. Keep your body in a straight line with your feet close together (Figure 1).

Once in the “up position,” the Test Administrator will place a foam block 4” high in an area directly below your sternum (Figure 2).



Fig 1



Fig 2



Fig 3

Upon the command, “Go,” keeping your body straight, drop down until your chest touches the foam block (Figure 3).

Then, maintaining a straight body, push up until your elbows are straight. This completes one push-ups (Figure 4).



Fig 4



Fig 5

NOTE: Both men and women are required to touch their sternum (breast bone) to the foam block. Push-ups where only breast tissue touches the block will not count.

This is a timed test requiring the completion of ten (10) proper form push-ups within one (1) minute. (Figure 4 & 5).

If you must rest, do so in the “up position” only (Figure 4).

Special Instructions

Start on the command "Go."

The test will stop:

- When the Test Administrator confirms the correct number of proper form push-ups, or
- When you hear "Time", or
- When you can not perform any more push-ups, or
- When your knees touch the ground

Push-ups performed **incorrectly will not count.**

Sagging back (Figure 6) Raised buttocks (Figure 7) Feet spread wide
1/2 push-ups, when you do not touch the foam block, or where you do not come all the way
up to an elbows straight position (Figure 8).



Fig 6



Fig 7



Fig 8

Touching your knees to the ground at any time will end the test! (Figure 9)



Fig 9

Instructions for the Step Test

This test measures cardiovascular fitness.

The test administrator will demonstrate the proper way to conduct the step test.

Stand in front of the bench with arms to your sides (Figure 1)

When directed to begin:

Step up with the left foot (figure 2) then step up with the right foot (figure 3) then

Step down with the left foot (figure 4) then step down with the right foot (figure 5).

Your arms may move front to back naturally, as they would when walking or running; however, you **MAY NOT** swing your arms for momentum or use your arms to push up on your legs to assist in stepping.



Fig 1



Fig 2



Fig 3



Fig 4



Fig 5

After each cycle, when both feet are on the ground, it will count as one repetition. Keep stepping until instructed by the test administrator to stop.

Reasons for failing the Step Test:

Failure to step for the entire two (2) minutes,
Swinging arms for momentum, or
Pushing on legs to assist in stepping.

Instructions for 440 Run/Dummy Drag

The 440 Run / Dummy Drag test measures cardiovascular endurance, upper body strength, and lower body strength; it is a timed event.

The test administrator will show you the route that you will be running the 440. Assistants may be posted at key locations to aid with this process and keep participants on the proper route.

Immediately, upon completion of the 440 Run, the participant will be required to drag a 165 pound dummy for 25 yards.

You may pick up the upper portion of the dummy and drag the dummy. (Figure 1) or

You may take hold of the strap on the chest of the dummy and drag it by the strap. (Figure 2)

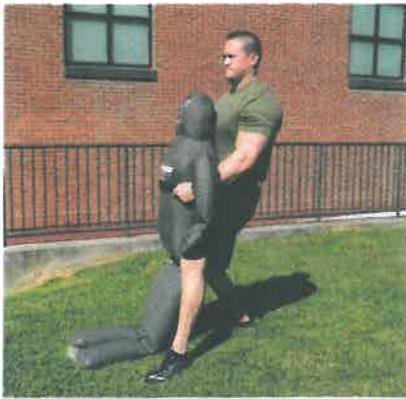


Fig 1



Fig 2

It is recommended that participants use their legs to pick up the dummy, so as to reduce any strain on the lower back area. Figures 3,4 and 5 show the progression of picking up the dummy while using the legs. (Figure 3,4, and 5)



Fig 3



Fig 4



Fig 5

Once the participant crosses the 25 yard mark with the dummy, the test administrator will stop the participant and record the results.

Front Plank

The Front Plank measures core strength. It is a timed event in which participants must maintain the front plank position for a minimum of one minute. (1:00)

Starting Position: Lie on your stomach with your elbows close to your sides and directly under your shoulders, palms down and fingers facing forward. Engage your abdominal/core muscles, contract your thigh muscles to straighten your legs strongly, and tuck your toes towards your shins. (Test Administrator will demonstrate)

Slowly lift your torso and thighs off the floor keeping your torso and legs rigid. The shoulders should be directly over your elbows with your palms facing down through the entire event. Continue to breathe, keeping the abdominals strong while holding this position. (Figure 1)



Fig 1



Fig 2



Fig 3

Do not allow any sagging in your ribcage or low back. (Figure 2)

Do not shrug; keep the shoulders away from the ears (Figure 3).

Do not raise buttocks into the air. (Figure 4)

Do not bend the knees (Figure 5)



Fig 4



Fig 5



Fig 6

Failure to maintain a reasonable front plank position for one minute (1:00), as demonstrated in Figure 1, or touching your knees to the ground at any time, (Figure 6) will end the test!

Additional Information

For the timed events:

The tests are a standard pass/fail test. Tests must be completed within the time allotted for a passing score.

General:

Successful completion of the pre-employment physical test **DOES NOT** guarantee future employment with the Williamson County Sheriff's Office. It is simply one portion of the pre-employment process that must be completed by all applicants.

What if I have a medical condition that may affect completion of the fitness testing?

All applicants will be required to sign a waiver detailing any preexisting medical condition that may affect the completion of the test and releasing the Department from any liability resulting from injury during the testing. The Department reserves the right to request medical clearance for a candidate before completing the testing.

What will happen if I am unable to pass the tests?

Failure to pass any one test with or without a reasonable accommodation will mean that you will not be eligible for employment as a Williamson County Deputy Sheriff. If you fail any one of the five tests, the entire physical fitness testing process for you will stop. You will not be allowed to continue to the next test. No immediate retesting is allowed under Williamson County Sheriff's Office policy for candidates who fail any one of the physical fitness tests. Individuals who fail, and subsequently improve their level of physical fitness, may reapply for Williamson County Sheriff's Office future vacancy announcements.

How can I prepare for the fitness tests to increase my chances of passing?

The underlying physical components being measured by the fitness test are: the ability to move quickly with balance; core, upper and lower body strength; and aerobic capacity and endurance. If you are currently out of shape and are not regularly exercising, you may want to consult with your health care provider regarding a progressive exercise program. Your training regimen should include aerobic weight bearing activities such as stepping, brisk walking, jogging, running, and push-ups, as well as abdominal exercises. To reduce the risk of neuromuscular injuries, it is important to start slowly with walking and stretching activities and progress gradually to more strenuous activities.

To prepare for the test battery, practice the tests themselves on a gradual and progressive basis until you are able to complete them as required. Start with kneeling push-up (if necessary) and progress gradually to full push-ups. Walk daily, gradually increasing the pace and distance. Progress to alternative walk/jog segments. Start taking the stairs instead of the elevator. After a few weeks, take the steps two at a time.

Reduce risk of injuries by not doing too much too soon. Follow these guidelines:
Drink water prior to, during, and after exercise to stay adequately hydrated
Maintain consistency in your physical fitness program—it is key to your success
Get adequate rest and sleep to allow your body to recover between training

Trained professionals at local schools, YMCA's, health clubs, and park facilities may be able to give you additional suggestions and guidance. Additionally, there is an abundant amount of information on improving physical fitness in books, magazines and online.