



ROCK ISLAND
ILLINOIS

MEMORANDUM
Police Department

TO: Thomas Thomas, City Manager

Number: 15-43

SUBJECT: New Police Applicant Physical Agility Testing

Date: 11/11/15

Due to recent legal challenges on the national level regarding physical agility testing for new police applicants, and on recommendation from the Illinois Fire and Police Commissioners Association, the police department has spent the past several months preparing to adopt new procedures for our testing process in 2016. Previous physical agility testing conducted for new applicants to the police department has included the use of the "POWER" test, which has drawn criticism and successful legal challenges due to its gender based standards. The department has researched several testing companies and determined that Industrial/Organizational Solutions (IOS) is the most suited for our needs to help create and validate a new, obstacle course style physical agility test, which does not use gender based standards. Additionally, IOS will be providing material for new applicant written testing and police promotional testing as well.

IOS requires us to enter into a Statement of Work agreement (see attached), which outlines the project steps/components and associated costs for creation and validation of a physical agility test. The first step is to administer surveys to members of the department for the purpose of conducting a job analysis specific to the Rock Island Police Department. Upon completion of the surveys, the most critical and essential physical job functions are identified and a draft test will be designed based on this information. Members of the police department will field-test the course to determine an appropriate minimal qualifying cut-off score. Finally, IOS will design a preparation guide for new applicants to allow them to best prepare for the test.

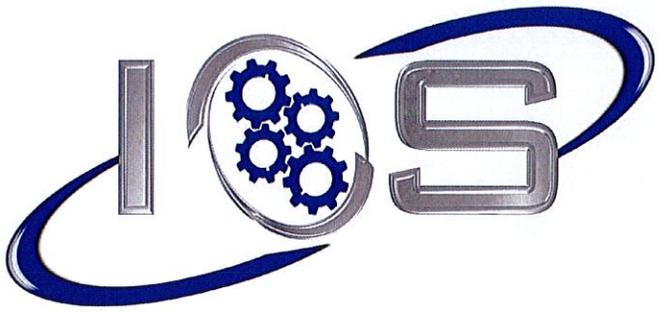
The associated cost for test development and validation is \$9,365 and will be expended from Police & Fire Commission Consultant Services 101-910041-53112-0000000.

Recommendation: It is recommended that the Police Department enter into a Statement of Work with IOS for the creation and validation of a new physical agility test for the new police applicant testing process in 2016.

Submitted by: Lt. Tim McCloud, Commander, T.S.D.

Approved by: Jeff VenHuizen, Chief of Police

APPROVED: Thomas Thomas, City Manager



Statement of Work

Client: Rock Island Police Department

Project Title: Physical Ability Test

The purpose of this document is to describe the components of the project that will be performed and to document the associated costs. The table on the following page will describe the anticipated project steps and associated costs. Should any component of the project need to be modified, IOS will contact the client and explain the the required modification and any associated pricing change. Any future change in the proposed project must be mutually acceptable to the Client and IOS.

I/O Solutions will submit invoices according to the following schedule: ½ upon project commencement and final ½ upon project completion.

Authorizations:

Acceptance by Client:

I acknowledge that I have reviewed this Statement of Work and hereby authorize I/O Solutions and its representatives to commence work on the project components as described herein.

Signature of Authorized Agent

Title of Authorized Agent

Date

Acceptance by IOS:

IOS agrees to conduct the work outlined herein according to a timeline that is mutually agreeable to both parties.

Signature of Authorized Agent

Title of Authorized Agent

Date

The following table(s) contain a breakdown of the project steps/components and the associated costs.

| Project Step | Consultant Hrs. | Consulting Assoc. Hrs. | Tech. Wrtr. Hrs | Admin. Hrs. | Cost |
|--|----------------------------|-----------------------------------|----------------------------|------------------------|----------------|
| Physical Ability Test Design | 43 | 16 | 3 | 0 | \$9,365 |
| Job Analysis: Distribute a physical ability task inventory to incumbents and analyze results. | 4 | 6 | | | |
| Design: Use job analysis information to identify the most critical and essential physical job functions. IOS will identify which functions can be adequately simulated. IOS will meet with incumbent subject matter experts to discuss performance expectations for each physical simulation (e.g., how fast it must be performed, how many times, etc.). A draft test will be designed and each component linked to the job analysis results. | 18 | | | | |
| Field-testing: IOS will develop a sampling plan for incumbents to complete the PAT. This field-test will help IOS to determine an appropriate minimally qualified cut-off score. | 10 | 2 | | | |
| Candidate Preparation: IOS will design a candidate preparation guide to inform candidates concerning the test and to help them properly prepare. | 5 | 4 | 1 | | |
| Reporting: Document job analysis, test development, results and relevant analyses. | 6 | 4 | 2 | | |
| TOTAL PROJECT INVESTMENT | | | | | |

| Schedule of Hourly Rates - IOS 2015 | |
|--|-------------|
| Category | Rate |
| Consultant/Industrial Psychologist | \$185/hour |
| Consulting Associate | \$75/hour |
| Technical Writer | \$70/hour |
| Administrative Assistant | \$35/hour |