

Missouri State Highway Patrol Trooper Selection Process

The Pre-Employment testing portion of the Trooper Selection Process is comprised of several phases, which include written examinations, a physical fitness for duty assessment, polygraph examination, background investigation, oral interview board, medical examination, drug screening, and a psychological examination and interview. You are expected to successfully complete each phase of the selection process to be considered for employment.

After each testing phase, you will receive notification of your status. Due to this, it is imperative the Human Resources Division has a current mailing address, e-mail address and telephone number on file for you. You are responsible for immediately notifying Human Resources of any address, email address, or telephone number change. All individuals are notified of their status and informed of the application procedures for future testing periods.

1. **Written Examination** - The *National Criminal Justice Officer Selection Inventory (NCJOSI)* consists of a series of multiple-choice questions, true-false questions and rating scales designed to test important cognitive abilities and personality attributes that are necessary for effective job performance as a criminal justice officer.

In developing the NCJOSI, a group of law enforcement experts from criminal justice agencies throughout the United States identified many of the tasks essential to the performance of the job of a criminal justice officer. From these tasks, five essential areas for entry-level testing were determined. These five areas are as follows:

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|----------------------------|--------------------|--------------------------------|
| 1) Problem Solving Ability | 3) Mathematics | 5) Personality Characteristics |
| 2) Reading Comprehension | 4) Writing Ability | |

The five test areas have been clustered or grouped into two sections on the NCJOSI. The cognitive section, which includes problem solving, reading comprehension, mathematics and writing ability is the first part of the exam and includes a total of 45 questions. Various attitudes and personality characteristics are clustered together to form the second section of the NCJOSI, which includes a total of 42 questions. The total time allowed for taking the NCJOSI is one-and-a-half (1½) hours.

2. **Fitness for Duty Assessment** - This phase consists of five events: push-ups, trigger pull, sit-ups, 300 meter run, and 1.5 mile run. (*See Appendix A for the instructions for each event.*) The events will be scored individually as a pass/fail. Failure of an event will result in disqualification for that particular selection process, and the applicant will not be allowed to participate in the remaining events. Applicants will not be allowed to retest, but may reapply for the next selection process, if eligible.

The fitness battery and its pass/fail thresholds are based on normative data gathered by the Cooper Institute in Dallas, Texas. The Cooper Institute's normative data provide substantial evidence that both the exercises and pass/fail thresholds used in the fitness test are appropriate for law enforcement jobs. (*See Appendix B for the minimum score chart for each event.*)

NOTE: Only the top scoring applicants are selected to proceed within the selection process and placed on the **preliminary eligibility list**. Candidates for the polygraph examination and background investigation phases are selected from this list.

3. **Polygraph Examination** - The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable to be tested. If an accommodation is needed, the applicant must discuss that with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows:

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- a) Employment history
- b) Traffic record
- c) Financial history
- d) Current illegal drug usage
- e) Record of criminal convictions
- f) Basic honesty

4. **Background Investigation** - A uniformed member of the Patrol conducts an extensive pre-employment background investigation, in order to determine the applicant's character and overall suitability for employment. Information obtained through the background investigation is held strictly confidential. To assist the background investigator, applicants are required to obtain a standard list of documents, such as:

- a) **Certified copy** of birth certificate obtained from the birth states' Department of Health (**an original birth certificate, photocopy of the original or certified copy, or a notarized copy are NOT acceptable**)
- b) Valid driver license (photocopy)
- c) Military service discharge papers, if applicable (DD214 and/or DD215) (photocopy)
- d) High school diploma or GED certificate (photocopy)
- e) High school transcript (official copy)
- f) College diploma(s) (photocopy)
- g) College transcript(s) (official copy)
- h) POST certificate(s) (photocopy)

5. **Background Review and Structured Oral Interview Board** - Each applicant's background investigation is submitted to a board comprised of uniformed members who evaluate the information presented and assess the applicant's suitability for the position. Independent of the background investigation assessment, the applicant will participate in a structured oral interview. During the interview, the interview board will rate the applicant's oral communication skills and responses to questions in predetermined dimensions.

6. **Conditional Offer of Employment**

- a) **Medical Examination** - Contracted doctors conduct the medical examination. Applicants must meet minimum medical standards and be determined to be medically capable of performing the job. The medical examination includes but is not limited to: routine health examination, urine dipstick (sugar, protein in blood), comprehensive metabolic panel, electrocardiogram, hearing screening, and vision screening. The initial medical examination, as prescribed by the superintendent, is given at Patrol expense. However, additional examinations to prove an applicant's eligibility may be at the applicant's expense.
- b) **Drug Screening** - Applicants must successfully pass a Patrol administered drug test. The drug screening consists of a urine sample, tested for specific drugs, using cutoff levels established by the Patrol and/or the National Institute on Drug Abuse.
- c) **Psychological Examination and Evaluation** - A battery of psychological tests, that measure individual responses to law enforcement, behavioral, and societal psychodynamic factors, are administered. A contracted clinical psychologist completes the evaluation during a one-on-one interview.

7. **Final Offer** - Budget constraints and the number of vacant openings determine the exact number of applicants who receive a Final Offer of Employment. This offer is extended to applicants who successfully complete the medical examination, psychological evaluation, drug screening, and an overall final review. Additionally, applicants must sign a three-year commitment contract. This contract requires the applicant to remain employed with the Missouri State Highway Patrol for at least three years; otherwise, the applicant must reimburse the Patrol the cost of training and uniform expenses based upon a prorated basis.

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ONE-MINUTE PUSH-UP TEST

Purpose: This test measures muscular endurance of the upper body muscles (anterior deltoid, pectoralis major, triceps). Muscular endurance is defined as the ability to contract the muscle repeatedly over a specific period of time without undue fatigue.

How to Perform:

1. Your hands should be placed slightly wider than shoulder-width apart, with fingers pointing forward. Your feet should be together. Do not cross them.
2. Starting from the up position (front leaning rest), lower your body until your upper arms are parallel to the ground in the down position. You will then return to the up position. In the up position your elbows must be extended, in order to count. This is one repetition.
3. Resting should be done in the up (front leaning rest position). Both hands must remain in contact with the floor at all times.
4. The total number of correct push-ups in one minute is recorded as the score.

RECOVER TIME - 5 Minutes

TRIGGER PULL

Applicants will be required to demonstrate the following operations of the Patrol's service weapon:

How to Perform:

1. You will pick up the pistol with your strong hand and bend your elbow to 90 degrees, pointing the muzzle of the pistol level and parallel to the floor. With the palm of your weak hand, you will grasp the top of the slide at the serrations, pull the slide to rear and release the slide to go forward. Extend the elbow completely forward, holding the pistol parallel to the floor, as if to aim the pistol, and squeeze the trigger. Bring the elbow back to 90 degrees, and repeat the sequence until you have squeezed the trigger six times strong handed. You will then place the pistol in your weak hand and repeat the exercise until you have squeezed the trigger six times with your weak hand.
2. You will now place the pistol in your strong hand. You will pick up the magazine from the table with your weak hand. Bend your elbow, pointing the muzzle upward at a forty-five degree angle, flip the pistol slightly, and insert a magazine into the magazine well, locking the magazine into place with the heel of your weak hand. You will then press the magazine release and remove the magazine completely from the magazine well. You will be required to repeat this procedure six times.
3. Next you will grasp the pistol in your strong hand. With the weak hand, grasp the top of the slide at the serrations, pulling the slide to the rear. Push upward on the slide lock lever, while letting the slide go slightly forward to lock the slide open. You will place the pistol on the table removing your hand to complete the trigger

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pull demonstration.

4. If at any time you fail to follow instructions, the test monitor will notify you and direct you to repeat that portion of the test, which you failed to perform properly.
5. You will be allowed two minutes and thirty seconds to complete this event. If you fail to complete the event in the allotted time, you will be disqualified.

ONE-MINUTE SIT-UPS

Purpose: This is a measure of the muscular endurance of the abdominal muscles.

How to Perform:

1. Start by lying on your back, with your knees bent, heels flat on the floor. Your fingers should be interlocked and placed behind the head. (Be careful not to pull or strain neck). The buttocks must remain on the floor with no thrusting of the hips.
2. A partner may hold your feet, if you wish.
3. You should perform as many correct sit-ups as possible in one minute.
4. While in the up position, you should touch your elbows to your knees and then return to a full lying position before starting the next sit-up. When returning to the down position your shoulder blades should touch the ground.
5. Your score is the total number of correct sit-ups performed. Any resting should be done in the up position.

300 METER RUN

Purpose: This is a test of anaerobic capacity. This is an important area for performing short intense burst of effort such as pursuit tasks. The score is the time to complete a 300 meter course.

How to Perform:

1. You should stretch and warm up before testing.
2. Your time to complete the course will be recorded.
3. You should walk 3-5 minutes immediately following to cool down. This is an important safety consideration.

(Recover time 5 to 10 minutes.)

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1.5 MILE RUN

Purpose: This is a measure of cardiovascular endurance or aerobic power.

How to Perform:

1. You will be instructed to “Go”.
2. You will complete six complete laps of the track.
3. As you cross the line after each lap shout your bib number and the lap you just completed.
3. Your score will be recorded as the time it takes to complete the run.

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APPENDIX B

APPLICANT FITNESS FOR DUTY ASSESSMENT

MINIMUM SCORE CHARTS

Push-ups Per Minute

AGE	MALES	FEMALES
	Minimum Score	Minimum Score
Age 20-29	22	10
Age 30-39	17	8
Age 40-49	11	6
Age 50-59	9	4

Sit-ups Per Minute

AGE	MALES	FEMALES
	Minimum Score	Minimum Score
Age 20-29	33	24
Age 30-39	30	20
Age 40-49	24	14
Age 50-59	19	10

300 Meter Run (Seconds)

AGE	MALES	FEMALES
	Minimum Score	Minimum Score
Age 20-29	64	76
Age 30-39	65	85
Age 40-49	81	109
Age 50-59	89	109

1.5 Mile-Run

AGE	MALES	FEMALES
	Minimum Score	Minimum Score
Age 20-29	16:46	21:05
Age 30-39	17:30	21:57
Age 40-49	18:39	23:27
Age 50-59	21:40	26:15

*****Trigger Pull is Pass or Fail
REVISED 8/08