

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 148.01**

**EFFECTIVE DATE: 05 April 2025**

**SUBJECT: PHYSICAL AGILITY TESTING  
FOR CORRECTIONAL  
OFFICERS**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To establish a policy and procedure that mandates a physical examination and performance test be conducted before appointment and annually thereafter, in accordance with the position requirements for Correctional Officers.

**REFERENCE:**

ACA Expected Practices 5-ACI-1C-15; 5-ALDF-7B-04; 4-JCF-6C-06; 3-JDF-1C-14; and 2-CO-1C-19.

**RESPONSIBILITY:**

No additional written instructions on this subject are required.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 148.01, dated 01 June 2021.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

**DEFINITIONS:**

**Test Evaluator:** A DCR employee who is currently trained in CPR/First Aid and is designated by the Superintendent to administer the physical agility test. An additional DCR employee will be assigned to assist the Test Evaluator.

**POLICY:**

- I. In order to ensure Correctional Officers can carry out their assignments effectively and to protect their health and safety, this Policy establishes the requirements for a physical agility test.
  - A. Prior to any offer of employment, all Correctional Officer applicants must successfully complete the approved physical agility test within three (3) attempts. Applicants who fail to complete the test as intended will not proceed in the pre-employment process and must wait two (2) weeks before trying again. Prior to the physical agility test, agency contractual medical personnel will administer a physical examination in accordance with Attachment #1 of Policy Directive 135.00.
  - B. All Correctional Officers must successfully complete the approved physical agility test annually. Notification of the testing will be given to the Correctional Officer at least five (5) days in advance. Prior to the physical agility test, agency contractual medical personnel will administer a physical examination in accordance with **Attachment #1**. Physical examinations must have been completed within the previous thirty (30) days of the physical agility test.
  - C. Any person who desires to have the physical examination completed by his/her physician/practitioner of choice utilizing shall be permitted at his/her own expense.
  - D. When a Correctional Officer attempts but is unable to successfully complete an annual physical agility test, the Correctional Officer will be retested within ninety (90) calendar days.
  - E. Any Correctional Officer who is temporarily physically unable to participate in the physical agility test, as certified by a physician/practitioner, will be granted a thirty (30) calendar day deferment.
    1. At the expiration of the thirty (30) day period, if the physician/practitioner again certifies that the Correctional Officer remains physically unable to perform the physical agility test, the Officer may then be granted an additional temporary deferment, not to exceed sixty (60) calendar days.
    2. If the Officer remains physically unable to perform the test after the second deferment, and the employee's physician/practitioner is unable to provide an estimated date of return that falls within thirty (30) days, the Commissioner/designee will schedule an appointment with another physician/practitioner to determine the Officer's fitness for duty.
      - a. If a fit for duty examination reveals the Officer will be able to perform the required annual physical agility test within thirty (30) calendar days, the test will be deferred until the expiration of this period.

- b. If the Officer has a physician/practitioner certified temporary deferral, the Commissioner/designee shall evaluate the Officer's physical restrictions to determine if a temporary change in duty status is appropriate or can be accommodated.
  - c. Should the fit for duty examination reveal the Officer will not be able to perform the required annual physical agility test within thirty (30) days, a determination will be made regarding the employee's ability to perform the essential functions of the Correctional Officer position.
    - (1) If it is determined that a Correctional Officer is physically unable to successfully perform the requirements of the physical agility test, the individual shall remain employed.
    - (2) However, the Correctional Officer's inability to pass the yearly physical agility test shall become part of his/her permanent record.
- II. Before the test is administered, each stage of the physical agility test will be explained and may be demonstrated by the test evaluator or designee. The physical agility test is a **two (2) minute and thirty (30) second** timed event. The test evaluator will start the timer when the command of "GO!" is given and it will not be stopped until the individual completes all stages of the test or disqualifies him/herself. The individual will be given three (3) opportunities to successfully complete the test. Prior to testing, each individual will be given the opportunity to warm up on his/her own.
- III. The required equipment for the physical agility test is as follows:
- A. One (1) one hundred (100) pound punching bag or agility training dummy with a couple feet rope/chain drag handle.
  - B. Two (2) five pound (5#) weights (dumbbells or kettlebells).
  - C. Four (4) thirty inch (30") hurdles, a minimum of thirty inches (30") wide.
  - D. Five (5) traffic cones.
  - E. One (1) stop watch.
  - F. Copies of Rating Form.
- IV. **Attachment #2** provides a diagram for setting up the test with designations for each stage of the test.
- A. The start/stop and turn around lines must be clearly marked.
  - B. Placement of the weight(s) prior to the event.

- C. The cones should be placed every five (5) foot offset two (2) feet in both directions.
  - D. Four (4) thirty inch (30") hurdles spaced seven (7) feet apart.
- V. The following provides a description of each stage of the test and test evaluator responsibilities. The designated assistant will monitor the "Turn Around Line" during each stage and reset hurdles (if necessary).

**Stage (1)**

The individual begins the physical agility test standing behind the "Start/Stop Line." The test evaluator will give the commands "**Ready, Ready, Ready, Go!**" Upon the command of "**Go,**" the test evaluator will start the timer, the individual will pull the one hundred (100) pound bag seventy-five (75) feet ensuring the bag completely crosses the "Turn Around Line." The individual will leave the one hundred (100) pound bag at this location and sprint back crossing the "Start/Stop Line."

**Stage (2)**

Without stopping, the individual will pick up the two (2) five (5) pound weights, one (1) in each hand, and run the seventy-five (75) feet crossing the "Turn Around Line." The individual will place, not throw, the two (2) weights on the ground beside the one hundred (100) pound bag and sprint back crossing the "Start/Stop Line."

**Stage (3)**

Without stopping, the individual will return to the "Turn Around Line" by completing the "Serpentine Run" and the "Hurdle Run." The individual must run to the right of the first cone of the "Serpentine Run" and may step, hop, or jump over the hurdles. After crossing the "Turn Around Line," the individual will pick up the two (2) five (5) pound weights, one (1) in each hand, and run the seventy-five (75) feet crossing the "Start/Stop Line." The two (2) weights will be placed on the ground.

**Stage (4)**

Without stopping, the individual will return to the "Turn Around Line" by completing the "Serpentine Run" and the "Hurdle Run." The individual must run to the right of the first cone of the "Serpentine Run" and may step, hop, or jump over the hurdles. After crossing the "Turn Around Line," the individual will pull the one hundred (100) pound bag seventy-five (75) feet returning to the "Start/Stop Line." The test evaluator will stop the timer when the individual and one hundred (100) pound bag completely cross the "Start/Stop Line."

- VI. The physical agility test will be scored on the Rating Form (**Attachment #3**). No time penalties will be assessed to the individual as it is the responsibility of the test evaluator to make immediate on the spot corrections if the individual attempts to complete a portion of

the test in a manner other than as intended. (e.g., If during the “Serpentine Run”- the individual runs to the left side of the first cone or skips a cone, the test evaluator will immediately give verbal direction for the individual to return and correctly complete this portion of the test.) The timer will not be stopped for any corrections required by the individual.

- VII. If the individual knocks over three (3) hurdles during any one attempt of the physical agility test, the attempt will be annotated on the Rating Form as a disqualification, the hurdles will be reset, and the individual will be required to restart the entire test if any attempts remain. The assistant will monitor the “Turn Around Line” and immediately reset any knocked down hurdles while the test is in progress.
- VIII. Coordination of test scheduling and record maintenance of the physical agility tests is the responsibility of the human resource department at each facility.
- IX. Refusal to complete the annual physical agility test by a Correctional Officer will be considered failure to comply with established written instructions.

**ATTACHMENT(S):**

- #1 Report of Physical Examination for Annual Physical Agility Test (2 pages)
- #2 Physical Agility Test Diagram
- #3 Physical Agility Test Rating Form

APPROVED SIGNATURE: William K. Marshall III 04/05/2025  
William K. Marshall III, Commissioner Date

**WEST VIRGINIA DIVISION OF CORRECTIONS AND REHABILITATION**  
**REPORT OF PHYSICAL EXAMINATION FOR ANNUAL PHYSICAL AGILITY TEST**

**PLEASE PRINT**

Name: \_\_\_\_\_  
*Last First Middle*

Home Address: \_\_\_\_\_  
*Street*  
\_\_\_\_\_  
*City State Zip*

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Phone: \_\_\_\_\_

**ATTENTION MEDICAL PERSONNEL:** This individual is scheduled to complete the annual Physical Agility Test as a Correctional Officer with the West Virginia Division of Corrections and Rehabilitation. The Physical Agility Test requires Correctional Officers to participate in moderate physical activity to ensure they can carry out their assignments effectively and to protect their health and safety.

**CLINICAL EVALUATION**

<b>Check Each Item:</b>	<b>Normal</b>	<b>Abnormal</b>
Lungs & Chest	_____	_____
Heart	_____	_____
Vascular System	_____	_____
Abdomen/Viscera	_____	_____
G-I System	_____	_____
Upper extremities	_____	_____
Lower extremities	_____	_____
Feet	_____	_____
Spine	_____	_____
Other Musculoskeletal	_____	_____
Eyes/Ears/Nose/Throat	_____	_____
Hearing	_____	_____
Blood Pressure	_____	_____
<b>Pulse Rate:</b>	_____	
<b>Hypertension Rx:</b>	_____	

Name: \_\_\_\_\_  
*Last First Middle*

Describe any abnormalities: \_\_\_\_\_  
\_\_\_\_\_

Pre-Existing Conditions (LIST ONLY THOSE THAT RELATE TO THE QUESTIONS ON PRECEDING PAGE): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medications Currently Being Taken and Reasons For: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examinee *is* \_\_\_\_\_ qualified for moderate physical activity

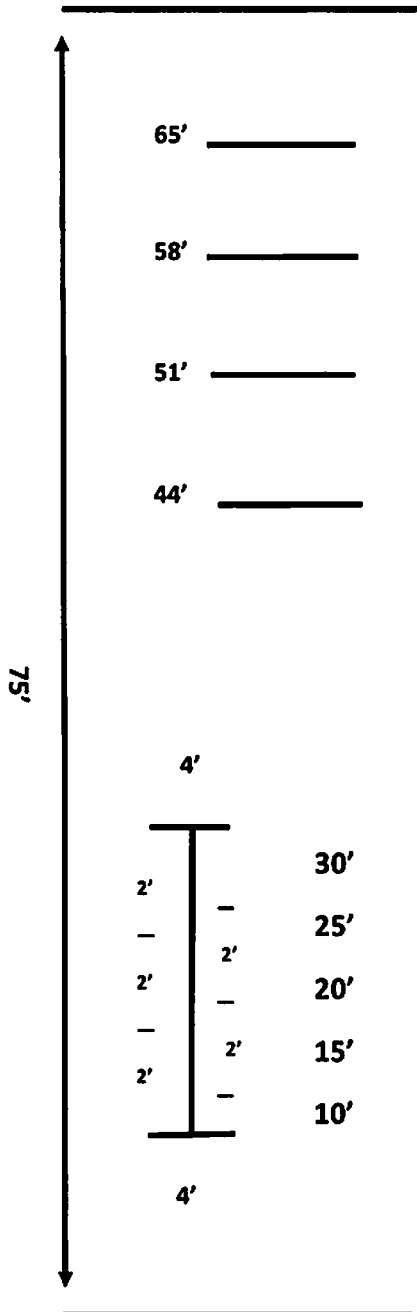
Examinee *is not* \_\_\_\_\_ qualified for moderate physical activity

\_\_\_\_\_  
*Signature of Medical Personnel* *Date*

Physician's or Medical Practitioner's Name, Address, and Phone Number (PRINTED):  
\_\_\_\_\_  
\_\_\_\_\_

## PHYSICAL AGILITY TEST DIAGRAM

TURN AROUND LINE



### HURDLE RUN

HURDLES ARE PLACED 7 FEET APART  
AT THE DISTANCES INDICATED

### SERPENTINE RUN

CONES ARE PLACED 5 FEET APART  
AT 2 FOOT OFFSET OF THE CENTERLINE

START/STOP LINE

- ◆ 2X5# WEIGHTS
- ◆ 100# WEIGHT



**Correctional Officer**

**Physical Agility Test Rating Form**

Name of Person Tested:

Name of Evaluator:

\_\_\_\_\_

\_\_\_\_\_

Facility:

Date of Test:

\_\_\_\_\_

\_\_\_\_\_

The Physical Agility Test is a two (2) minute and thirty (30) second timed event. By my signature below, I certify that the individual has passed or failed [*circle one*] the Physical Agility Test.

1<sup>st</sup> Attempt    Pass/Fail    Time Completed \_\_\_\_\_

2<sup>nd</sup> Attempt    Pass/Fail    Time Completed \_\_\_\_\_

3<sup>rd</sup> Attempt    Pass/Fail    Time Completed \_\_\_\_\_

\_\_\_\_\_  
(Evaluator's Signature)