



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Pre-employment Physical Abilities Test

Section – Policy Number:

D: Personnel Management – 2.2

Supersedes:

I-D-2.2 (11/06)
I-D-2.2 (04/01)

Effective Date:

08/03/2015

Date of Last

Review:

08/03/2022

Related Standards and References:

- [ORS 181A.410 \(Minimum standards and training for certification; duties in improving public safety units; grants; fees, rules\)](#)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-6C-06 (Pre-employment Physical Examination)
- [OYA forms:](#) YA 8018 (Pre-Employment PAT Test)
YA 8019 (Pre-Employment PAT Roster)

Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:

Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides guidance on Pre-employment Physical Abilities Testing (PAT) for applicants being considered for Group Life Coordinator positions. The following is addressed:

- PAT monitoring;
- PAT standards;
- PAT equipment; *and*
- Pre- and post-PAT activities.

II. POLICY DEFINITIONS: None

III. POLICY:

The OYA Pre-Employment Physical Abilities Test (PAT) is used to ensure individuals are capable of meeting the physical standards considered necessary to complete the essential duties of the Group Life Coordinator position. Compliance with these standards is necessary to ensure workplace safety. Applicants being considered for Group Life Coordinator positions must successfully pass the PAT to advance through the selection process.

IV. GENERAL STANDARDS:

A. PAT Certified Monitor Team

Each OYA facility must have a PAT Monitor Team to ensure local testing meets agency standards.

1. PAT Monitor Team members must complete the PAT Certified Monitor Course offered by the OYA Training Academy prior to coordinating local or centralized PATs.
2. Each PAT Monitor Team must consist of a minimum of two PAT certified individuals.
3. Facilities located geographically close to one another may choose to share PAT Monitor Teams.

B. Testing standards

The PAT (YA 8018) is designed to determine whether an applicant for the Group Life Coordinator position can meet the following standards:

1. Ability to simulate climbing a flight of stairs using a stair step;
2. Ability to jog 100 yards;
3. Ability to use physical restraining force for three minutes and forty seconds;
4. Ability to kneel, bend, turn and stand, turn and sit, reach and crawl;
5. Ability to move objects weighing from 6 to 165 pounds.
6. Ability to handle and have dexterity;
7. Repeat standards 1 through 6 above;
8. Have vision of at least 20/30 in each eye, with or without correction; and
9. Have binaural hearing, aided or unaided, in the ranges of 500-3000 hertz and 20-60 decibels.

C. Testing equipment

Each PAT will be conducted using the following standard equipment:

1. Dummy, weighing 165 pounds;
2. Six-pound medicine ball;
3. Small cones (50);

4. A 100-yard measuring tape;
5. Crawl station (30-inches high);
6. Plastic chairs (two minimum);
7. Key-lock station;
8. Stopwatches (four);
9. Hearing test equipment;
10. Vision test equipment;
11. Introduction video;
12. Ten-pound kettle bell;
13. Push-button telephone;
14. List of numbers to assign to participants; and
15. Photo books or approved video.

D. Pre-PAT activities

1. Prior to starting the tests, the PAT monitors will:
 - a) Set up the test site according to PAT specifications;
 - b) Verify participants are listed on the sign-up list;
 - c) Describe each PAT event using written narratives and photographs;
 - d) Demonstrate the standard(s) for each event prior to administering the test for that event; and
 - e) Read the following form to participants and ensure the participants sign as an indication of their understanding of the PAT process: YA 8018 Pre-employment Physical Abilities Test.
2. If an applicant refuses to sign the required forms, the applicant may not continue with the PAT process.
3. A certified PAT monitor must determine the suitability of an applicant to continue the PAT when an applicant:
 - a) Indicates the applicant has a restriction or disability that might prevent completion of the PAT; or

- b) Has other concerns or conditions that cause the PAT monitor to question the applicant's ability to participate.

E. Post-PAT activities

The certified PAT monitor must complete the following activities after the PAT is finished:

1. Certify the PAT results and immediately scan and e-mail the forms and test results to central Human Resources Section;
2. Notify successful applicants of the next steps in the employment process;
3. Inform successful applicants that the PAT results are good for one year; and
4. Give unsuccessful applicants instructions for re-testing opportunities.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO