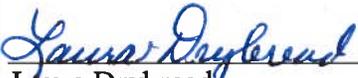


**Washington Military Department
Human Resources Division Procedure No. 001-14**

Title:	Security Guard 2/3 Physical Ability Testing
Former Number:	New
References:	AR 190-56, The Army Civilian Police and Security Guard Program
Information Contact:	Human Resources Director Building # (253) 512-7941
Effective Date:	April 1, 2014
Mandatory Review Date:	April 1, 2017
Revised:	New
Approved By:	 Laura Drybread Human Resources Director Washington Military Department

Purpose

The purpose of this procedure is to establish a standardized process for how Physical Ability Tests (PAT) are conducted for armed security guards as well as outline the responsibilities of the staff conducting the annual PAT in conjunction with the cooperative agreement between the Washington Military Department (WMD) and National Guard Bureau.

Applicability

This procedure applies to all Armed Security Guards within the WMD.

Definitions

- Physical Agility Test:** Provides a measure of the individual's preparedness to successfully accomplish the essential functions of the position as a Security Guard 2 or 3. The requirements for the PAT are determined by AR 190-56, The Army Civilian Police and Security Guard Program in conjunction with the cooperative agreement.
- Grandfathered Security Guards:** Security Guards that were hired prior to April 2012
- Medical Examination:** A combination of self-disclosed medical history and physical medical evaluation to determine the employee's or applicant's ability to safely perform the essential functions of the job in accordance with Army Regulation (AR)190-56.

The following outlines the Procedures for the PAT:

A. When is the Annual PAT Conducted?

Employees are required to complete the annual PAT in April of each year.

B. Who is required to take the Annual PAT?

All security guards who have been employed at least 60 days as of April 1 each year will be required to take and pass the annual PAT.

C. What are the Components of the PAT?

1. For Security Guards Hired after April 2012:

- a. 19 pushups completed in 2 minutes or less; and
- b. 1.5 mile run completed in 17:30 minutes or less

2. Grandfathered Security Guards:

- a. 19 pushups completed in 2 minutes or less (a dummy drag done in 15 seconds can substitute)
- b. 1.5 mile run completed in 17:30 minutes or less. A 2 mile walk done in 32 minutes can substitute as noted below.
- c. The substitutions listed above may only be utilized when the Security Guard's Physician's Statement of Fitness to Perform the Security Guard – Armed (Grandfathered) states that the alternate test is necessary due to a documented long-term medical condition or disability.

D. Who is responsible for scheduling the annual PAT?

1. Security Manager is responsible for scheduling the annual PAT and will:

- a. Coordinate with the Human Resource Office (HRO), appropriate building managers, and testing assistants to schedule dates and times for PAT.
- b. Notify Security Guards in writing of testing dates and times at least seven (7) days prior to the scheduled testing date.
- c. Offer testing times in mornings and afternoons in order to facilitate testing on the different shifts.

E. Can an employee request a change to their PAT testing date/time?

1. Security Guards who are unable or prefer not to take the PAT on the scheduled date/time may submit a written request to the Security Manager to have the PAT rescheduled to a different day/time in which the Security Manager is already scheduled to administer testing. Requests should normally be received at least five days prior to the scheduled testing date.
2. The Security Manager will consider the request and will notify the employee of the approval/denial of the schedule change in writing at least two days prior to the initial testing date.

F. What happens when an employee is not physically able to take the PAT?

1. Temporary Medical Restriction:

- a. Security Guards who are unable to take the annual PAT due to a non work related temporary medical condition/injury must submit the following form to the Security Manager prior to the PAT testing date:
 - (1.) Employees hired after April 2012: A Physician's Statement of Fitness to Perform the Security Guard – Armed which includes medical documentation to support that the employee has a non work related medical condition/injury which prohibits them from taking the PAT.
 - (2.) Grandfathered employees: A Physician's Statement of Fitness to Perform the Security Guard – Armed (Grandfathered) which includes documentation to support that the employee has a non work related medical condition which temporarily prohibits them from taking the PAT.
- b. Security Guards who are temporarily, medically restricted from taking the PAT, may work and will be exempt from taking the PAT for the duration of the temporary medical restriction (not to exceed 90 days).
- c. Employees whose medical restrictions last more than 90 days will be placed on leave without pay, sick and/or vacation leave until such time they are medically cleared to take and pass the PAT. Employees who qualify for Family Medical Leave (FMLA) will be granted FMLA in line with the laws governing FMLA.
- d. Once the temporary medical restriction has been lifted and the individual has been medically cleared to take the PAT, they will have 90 days to take and pass the PAT.

2. Permanent Medical Restriction:

- a. When employees become aware that they are unable to take and pass a PAT due to a permanent medical restriction they are to notify the Security Manager and the

Human Resource Office as soon as they become aware.

- b. The Security Manager will schedule a meeting with the Human Resource Office and the employee to discuss possible courses of action to be considered which include reasonable accommodation and/or disability separation.

G. Who is Responsible for Administering the PAT?

1. The Security Manager is responsible for ensuring that individuals taking the PAT are held to the requirements specified in Army Regulation (AR)190-56.
2. The Proctor/Human Resource Representative is responsible for ensuring that the appropriate Armed Physical Ability Test (PAT) – Annual Recertification form is accurately completed and that the PAT is completed in accordance with the required standards.

H. How are Security Guards Notified of their Results of the PAT?

1. *Passing:* Security Manager / Facilitator is responsible for verbally notifying the Security Guard that they passed the PAT.
2. *Failing:* Security Manager / Facilitator is responsible for verbally notifying the Security Guard that they did not pass. The Human Resource Office is responsible for providing written notification to the employee, which includes the results of the PAT and the next steps in the process.

I. What happens if an employee does not pass the annual PAT? / How many times can they retake the PAT?

1. Employees who do not pass the annual PAT will be provided a maximum of three additional opportunities to retake the PAT within 90 days of taking the first annual PAT.
2. Employees will be allowed to remain on shift for 30 days after failing the first annual PAT. If an employee does not retake and pass the PAT within the 30 day period, they will be placed on leave and not be allowed to perform their Security Guard duties until such time that the PAT is passed (Employees can utilize vacation leave and/or leave without pay when this occurs).
3. When a Security Guard passes during a retest, they may return to their defined work schedule immediately.
4. Failure to re-take or pass the PAT within 90 days of the original PAT date will result in the Security Manager and the Human Resource Director discussing with the employee possible personnel actions to be taken such as: reasonable accommodation, medical examination, disability separation, or termination of employment.

J. **Where are the Completed Annual Physical Ability Test (PAT) – Annual Recertification forms filed?**

1. Upon the completion of the PAT, the testing results form will be placed in the employee's official personnel file.
2. If medical information is listed on the form, a copy of the redacted form will be placed in the personnel file with the original form being placed in the EOHR file.

K. **Review Process.**

1. Security Guards who believe their PAT was not administered in accordance with this policy and/or AR 190-56 may request a review by the Provost Marshall.

