



## **3-31 PHYSICAL FITNESS TESTING AND TRAINING**

### **3-31-1 Purpose**

This policy establishes the guidelines and standards for Department personnel completing physical fitness testing and training.

### **3-31-2 Policy**

Department policy is to promote health and well-being to all personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, the Department recognizes the need for minimum physical fitness standards and maintains a wellness program for all sworn personnel to ensure that they meet these standards.

### **3-31-3 Procedures**

#### **A. Physical Fitness Criteria**

Criteria used in the Physical Fitness Assessment is derived from science based literature and practices recommended by organizations such as the Cooper Institute of Aerobic Research and the American College of Sports Medicine. Fitness testing criteria is also utilized by the state's Department of Public Safety and has been adopted by the International Association of Chiefs of Police. The criteria will be maintained by the Department's Wellness Unit. Standards for each test are based upon a minimum cut off score.

#### **B. Physical Fitness Testing and Training**

1. Scheduling for the physical fitness assessment will be coordinated by the Wellness Unit and the Advanced Training Unit along with the Academy staff. Assessments will be scheduled in conjunction with yearly Biennium training and will be made available throughout the year at a frequency determined by the Wellness Unit and approved by the Director of Training.
2. All testing and training will be conducted by the Wellness Unit, with the assistance of the Advanced Training Unit and Academy staff.
3. All records pertaining to assessments will be CONFIDENTIAL and maintained in the Wellness Unit office.



- 5 4. The Wellness Unit staff will provide consultations pertaining to health and wellness issues for individual officers. All consultations will be kept confidential.

7 C. Physical Fitness Testing Process

1. Prior to physical fitness testing, all officers will be required to:

- a. Complete a confidential Health History Profile Questionnaire PAR-Q. (Physical Activity Readiness Questionnaire)
- b. Complete a screening procedure which includes, but is not limited to, blood pressure, resting pulse, and height/weight.

2. Based on the screening results and review by the Wellness Unit, officers passing this criterion will be allowed to perform the physical fitness assessment to determine their level of fitness.

- a. Officers who do not pass the screening process or fall into a high-risk category will be referred to Employee Health Services.
- b. Officers who do not pass the screening are required to contact the Telephonic Nurse Triage Service provided by Employee Health Services.
- c. Officers will not be allowed to test until they are cleared by the Employee Health Services.
- d. If an officer fails to make an appointment with Employee Health Services within the one-month period, the officer's chain of command will be notified.

7

6

D. Assessments

1. Physical fitness tests are to be administered by the Wellness Unit staff. The type of assessment and the scoring methods to be used will be made available to all officers prior to the start of the assessment. In most test periods, the assessment will cover, but is not limited to:

- a. Aerobic Power
- b. Anaerobic Power
- c. Dynamic Strength
- d. Absolute Strength
- e. Flexibility

2. The Wellness Unit may change the type of components assessed or the scoring methods utilized in an effort to maintain up-to-date procedures and standards.



- 3. Assessment changes made by the Wellness Unit will be cleared by the Director of Training and notification of assessment changes will be provided to all officers in advance.

E. Categories of Physical Fitness and PASS/FAIL Status

- 1. The currently established Physical Assessment consists of the following components:
  - a. 1 Minute Push-up Test (Dynamic Strength)
  - b. 1.5 Mile Run (Aerobic Capacity)
  - c. Department Obstacle Course (Anaerobic Power and Agility)
- 2. Each test of physical fitness will be based on the following chart:

Comp Time Incentive For Physical Assessment: 24 Hours Possible			
Fitness Level	1.5 mile run	O-course	Push-ups
Superior	≤ 9 minutes 45 seconds	≤ 2 minutes 15 seconds	55
Excellent	≤ 10 minutes 30 seconds	≤ 2 minutes 30 seconds	50
Good	≤ 11 minutes 15 seconds	≤ 2 minutes 45 seconds	45
	≤ 11 minutes 50 seconds	≤ 3 minutes	40
Fair	≤ 13 minutes	≤ 3 minutes 15 seconds	35
Passing	≤ 15 minutes 54 seconds	≤ 5 minutes	15

F. Wellness and Health Improvement Plan

- 1. If the overall fitness score is below the minimum fitness standard the officer will be advised of the score and will have the option, with supervisor approval, to participate in a Wellness Improvement Plan developed by the Wellness Unit. The following process will occur:
  - a. The officer's immediate supervisor will be notified, with a copy of the officer's assessment results and the Wellness Improvement Plan that the Wellness Unit recommends.
  - b. The officer's supervisor should arrange on-duty time for sworn personnel who participate in the Wellness Improvement Plan program.
  - c. The Wellness Unit will provide monthly updates to the officer's commander.
  - d. If there is not improvement within six months, the officer's chain of command will be notified.

G. Exemptions and Limited Duty Personnel



1. Officers who believe they should be exempt must submit a letter for exemption consideration for each physical assessment to the Wellness Unit. The letter should be addressed to the Wellness Coordinator and be forwarded through the requester's chain of command. Physician statements and other pertinent documentation must accompany the letter of request.
2. Officers who are on limited duty will comply with SOP 3-19 – Restricted Duty Temporary Assignments.

#### H. Physical Fitness Incentives

1. At the directive of the Chief of Police and based on criteria provided by the Wellness Unit, an officer may receive incentives for obtaining certain performance levels. (The incentives are subject to change and may be modified at the discretion of the Chief of Police.)
2. Physical fitness incentives will be determined prior to the start of any assessment. For information on the incentives, officers can contact the Wellness Unit.
3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards will be based on following criteria:
  - a. A Most Physically Fit Ribbon with a Star “Superior” designation will be awarded to sworn personnel who achieve a superior score, as described in the chart, above.



- b. A Most Physically Fit Ribbon without the Star “Excellence” designation will be awarded to sworn personnel who achieve a superior score, as described in the chart, above.



- c. Recognition honors will be awarded to the highest scoring male and female personnel in the following categories: **Command Staff**; Lieutenant **and above**; Sergeant; Uniformed Officer and Non-Uniformed Officer.



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

**SOP 3-31**

**OPA DRAFT**

- d. In order to be eligible for any incentive or Most Physically Fit award an officer must complete the physical assessment within the testing timeframe specified. All portions of the assessment must be completed on the same day during the assessment process.

DRAFT



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-31

Effective: 09/06/17 Review Due: 09/06/18 Replaces: 1/15/16

### 3-31 PHYSICAL FITNESS TESTING AND TRAINING

#### 3-31-1 Purpose

This policy establishes the guidelines and standards for Department personnel completing physical fitness testing and training.

#### 3-31-2 Policy

Department policy is to promote health and well-being to all personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, the Department recognizes the need for minimum physical fitness standards and maintains a wellness program for all sworn personnel to ensure that they meet these standards.

#### 3-31-3 Procedures

##### A. Physical Fitness Criteria

Criteria used in the Physical Fitness Assessment is derived from science based literature and practices recommended by organizations such as the Cooper Institute of Aerobic Research and the American College of Sports Medicine. Fitness testing criteria is also utilized by the state's Department of Public Safety and has been adopted by the International Association of Chiefs of Police. The criteria will be maintained by the Department's Wellness Unit. Standards for each test are based upon a minimum cut off score.

##### B. Physical Fitness Testing and Training

1. Scheduling for the physical fitness assessment will be coordinated by the Wellness Unit and the Advanced Training Unit along with the Academy staff. Assessments will be scheduled in conjunction with yearly Biennium training and will be made available throughout the year at a frequency determined by the Wellness Unit and approved by the Director of Training.
2. All testing and training will be conducted by the Wellness Unit, with the assistance of the Advanced Training Unit and Academy staff.
3. All records pertaining to assessments will be CONFIDENTIAL and maintained in the Wellness Unit office.
4. The Wellness Unit staff will provide consultations pertaining to health and wellness issues for individual officers. All consultations will be kept confidential.

5



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-31

Effective: 09/06/17 Review Due: 09/06/18 Replaces: 1/15/16

7

C. Physical Fitness Testing Process

1. Prior to physical fitness testing, all officers will be required to:
  - a. Complete a confidential Health History Profile Questionnaire PAR-Q. (Physical Activity Readiness Questionnaire)
  - b. Complete a screening procedure which includes, but is not limited to, blood pressure, resting pulse, and height/weight.
2. Based on the screening results and review by the Wellness Unit, officers passing this criterion will be allowed to perform the physical fitness assessment to determine their level of fitness.
  - a. Officers who do not pass the screening process or fall into a high-risk category will be referred to Employee Health Services.
  - b. Officers who do not pass the screening are required to contact the Telephonic Nurse Triage Service provided by Employee Health Services.
  - c. Officers will not be allowed to test until they are cleared by the Employee Health Services.
  - d. If an officer fails to make an appointment with Employee Health Services within the one-month period, the officer's chain of command will be notified.

7

6

D. Assessments

1. Physical fitness tests are to be administered by the Wellness Unit staff. The type of assessment and the scoring methods to be used will be made available to all officers prior to the start of the assessment. In most test periods, the assessment will cover, but is not limited to:
  - a. Aerobic Power
  - b. Anaerobic Power
  - c. Dynamic Strength
  - d. Absolute Strength
  - e. Flexibility
2. The Wellness Unit may change the type of components assessed or the scoring methods utilized in an effort to maintain up-to-date procedures and standards.
3. Assessment changes made by the Wellness Unit will be cleared by the Director of Training and notification of assessment changes will be provided to all officers in advance.

E. Categories of Physical Fitness and PASS/FAIL Status

1. The currently established Physical Assessment consists of the following components:



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-31

Effective: 09/06/17 Review Due: 09/06/18 Replaces: 1/15/16

- a. 1 Minute Push-up Test (Dynamic Strength)
- b. 1.5 Mile Run (Aerobic Capacity)
- c. Department Obstacle Course (Anaerobic Power and Agility)

2. Each test of physical fitness will be based on the following chart:

B. Exemptions and Limited Duty Personnel

1. Officers who believe they should be exempt must submit a letter for exemption consideration for each physical assessment to the Wellness Unit. The letter should be addressed to the Wellness Coordinator and be forwarded through the requester's chain of command. Physician statements and other pertinent documentation must accompany the letter of request.
2. Officers who are on limited duty will comply with SOP 3-19 – Restricted Duty Temporary Assignments.

C. Physical Fitness Incentives

1. At the directive of the Chief of Police and based on criteria provided by the Wellness Unit, an officer may receive incentives for obtaining certain performance levels. (The incentives are subject to change and may be modified at the discretion of the Chief of Police.)
2. Physical fitness incentives will be determined prior to the start of any assessment. For information on the incentives, officers can contact the Wellness Unit.
3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards will be based on following criteria:
  - a. A Most Physically Fit Ribbon with a Star “Superior” designation will be awarded to sworn personnel who achieve a superior score, as described in the chart, above.



- b. A Most Physically Fit Ribbon without the Star “Excellence” designation will be awarded to sworn personnel who achieve a superior score, as described in the chart, above.



- c. Recognition honors will be awarded to the highest scoring male and female personnel in the following categories: Command Staff; Lieutenant; Sergeant; Uniformed Officer and Non-Uniformed Officer.





ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-31

Effective: 09/06/17 Review Due: 09/06/18 Replaces: 1/15/16

- d. In order to be eligible for any incentive or Most Physically Fit award an officer must complete the physical assessment within the testing timeframe specified. All portions of the assessment must be completed on the same day during the assessment process.

Policy Development Form  
Office of Policy Analysis



Name and Title: JD Maes, Wellness Coordinator

Phone: 343-5006

Email: [jmaes@cabq.gov](mailto:jmaes@cabq.gov)

SOP: 3-31 Physical Fitness and Training

Date Completed: 10.24.18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

This is an update to the policy for annual physical fitness testing for sworn personnel.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

This policy is intended to establish the guidelines for scheduling, administering and analyzing results for the yearly physical assessment for sworn personnel.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

A process evaluation including general assessment and gathering of officer feedback is done during and after every testing cycle.

Policy Development Form  
Office of Policy Analysis



Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

None.