



3-31 PHYSICAL FITNESS TESTING AND TRAINING ASSESSMENT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 3-17 Duty Assignments and Transfers
- 3-19 Restricted Duty Temporary Assignments

B. Form(s)

Physical Activity Readiness Questionnaire (PAR-Q)

C. Other Resource(s)

- American College of Sports Medicine
- Cooper Institute of Aerobic Research
- American College of Sports Medicine

D. Rescinded Special Order(s)

None

3-31-1 Purpose

The purpose of this policy is to establish the guidelines and standards for Albuquerque Police Department (Department) sworn personnel completing Physical Fitness Assessment and training.

3-31-2 Policy

It is the policy of the Department to promote health and well-being among to all Department personnel. The physical fitness status of sworn personnel is vital to job task performance and the well-being of the public. Because of this, it is also the policy of the Department to recognize the need for minimum physical fitness standards and to maintain a physical fitness Health and Wellness Improvement Program for all sworn personnel to ensure that they meet these standards.

N/A 3-31-3 Definitions

A. Physical Fitness Assessment

An assessment administered by the Health and Wellness Coordinator and Academy Division personnel that includes completion of a Physical Activity Readiness Questionnaire (PAR-Q), a blood pressure measurement, and participation in the established physical fitness assessment components.



B. Time-Off Bank (TOBANK)

Incentive hours for the regular exercise program are stored in the employee's time-off bank (TOBANK). TOBANK time is available for all Department personnel. Hours are stored for personnel use and will expire after one (1) year if they are not used. TOBANK hours are not paid out when an employee discontinues leaves their employment with the City of Albuquerque ~~employment.~~

N/A 3-31-4 Procedures Physical Fitness Assessment

General Principles Rationale

A.

1. Type of Assessment

a. ~~Physical fitness assessments are to be administered by the Health and Wellness Coordinator staff.~~ The type of assessment and the scoring methods to be used shall be made available to all sworn personnel ~~officers~~ prior to the start of the assessment. In most test periods, the assessment shall cover, but is not limited to:

- i. Aerobic Power;
- ii. Anaerobic Power;
- iii. Dynamic Strength;
- iv. Absolute Strength; and
- v. Flexibility.

~~1. The Health and Wellness Coordinator may change the type of components assessed or the scoring methods utilized in an effort to maintain up-to-date procedures and standards.~~

~~The Director of Training Academy Division Commander shall clear assessment changes made by the Health and Wellness Coordinator and notification of assessment changes shall be provided to all officers in advance.~~

A.2. Physical Fitness Criteria

a. Criteria used in the Physical Fitness Assessment ~~are~~ derived from science-based literature and practices recommended by nationally -recognized organizations, such as the Cooper Institute of Aerobic Research and the American College of Sports Medicine.

b. Physical Fitness ~~testing~~ Assessment criteria ~~are~~ also utilized by the State of New Mexico's Department of Public Safety (DPS) and has been adopted by the International Association of Chiefs' of Police. ~~The e Department's Health and Wellness Coordinator shall maintain the criteria. Standards~~ Rewards for



each Physical Fitness Assessment category test are based upon a minimum ~~cut~~
~~off~~ score for TOBANK incentive.

3. Components of Physical Fitness Assessment

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

One (

- i. 1) ~~Minute~~ Push-up Test (dDynamic sStrength);
- ii. ~~One-and-a-half (1.5) mile~~ Run (aAerobic cCapacity); and
- iii. ~~Department of~~ Obstacle cCourse (aAnaerobic pPower and aAgility).

4.

7 B. ~~Physical Fitness Assessment and Training~~ Administering the Assessment Procedures

1. The Academy Division Commander shall clear assessment changes made by the Health and Wellness Coordinator and notification of assessment changes shall be provided to all officers in advance.

2. The Health and Wellness Coordinator ~~and the Advanced Training Unit along with the Academy staff~~ shall:

a. ~~Maintain the criteria for the Physical Fitness Assessment;~~

~~Administer physical fitness assessments;~~

b. ~~Coordinate scheduling for the Physical Fitness Assessment;~~

4.i. ~~Physical Fitness~~ Assessments shall be scheduled in conjunction with yearly, ~~bi~~ Biennium training and shall be made available throughout the year at a frequency determined by the Health and Wellness Coordinator and approved by the ~~Director of Training~~ Academy Division Commander.

2.c. ~~The Health and Wellness Coordinator shall~~ Conduct all ~~testing~~ Physical Fitness Assessments and training, with the assistance of the Advanced Training Unit and Academy Division personnel ~~staff.~~

3. ~~Maintain the confidentiality of a~~ All records pertaining to Physical Fitness Assessments shall be confidential and maintained in the Health and Wellness Coordinator's office; ~~and.~~

d. ~~Consult~~

e. ~~The Health and Wellness Coordinator staff shall~~ consult with sworn personnel about health and wellness issues.

i. ~~All consultations~~ documentation relating to the Physical Fitness Assessment shall be kept confidential, including but not limited to the ~~Physical Activity Readiness Questionnaire (PAR-Q).~~



3. The Health and Wellness Coordinator may change the type of components assessed or the scoring methods utilized for the Physical Fitness Assessment in an effort to maintain up-to-date procedures and standards.

~~4.~~

N/A

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~~C.4. Sworn personnel shall:~~ Physical Fitness Assessment Process

~~a. Officers are required to~~ Remain onsite throughout the duration of the Physical Fitness Assessment testing period;

~~1. Prior to the Physical Fitness Assessment, all officers shall be required to complete a~~

~~a. Complete a Confidential Health History Profile Questionnaire-PAR-Q (Physical Activity Readiness Questionnaire); and~~

~~c. Complete a Screening procedure, which includes, but is not limited to, blood pressure, resting pulse, and height/weight; and~~

~~b.~~

~~2. d.~~ Based on the screening results and review by the Health and Wellness Coordinator, officers passing this criterion shall be allowed to perform the Physical Fitness Assessment to determine their level of fitness officers if they pass this criterion.

~~a. 5. Officers~~ Sworn personnel who do not pass the screening process or fall into a high-risk category ~~may be referred to City of Albuquerque Employee Health Services Center~~ by contacting the Telephonic Nurse Triage Service.

~~b. 6. Officers~~ Sworn personnel who do not pass the screening process shall not be allowed to reassess until they are cleared by the Employee Health ~~Services Center.~~

N/A

~~D. Assessments~~

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

~~a. Aerobic Power;~~

~~b. Anaerobic Power;~~

~~c. Dynamic Strength;~~

~~d. Absolute Strength; and~~

~~e. Flexibility;~~



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

~~3. The Director of Training shall clear assessment changes made by the Health and Wellness Coordinator and notification of assessment changes shall be provided to all officers in advance.~~

~~E. Categories Components of Physical Fitness Assessment and PASS/FAIL Status~~

~~1. The currently established Physical Fitness 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)~~

~~F.C. Exemptions and Limited Duty Personnel~~

~~1. Officers Sworn personnel who believe they should be exempt must shall submit a letter for exemption consideration for each Physical Fitness Assessment to the Health and Wellness Coordinator.~~

~~a. Sworn personnel shall The letter shall be addressed the letter to the Health and Wellness Coordinator to and be forwarded through the requester's officer's their chain of command.~~

~~b. Sworn personnel shall attach p Physician statements and other pertinent documentation must accompany to the letter of request.~~

~~2. Officers Sworn personnel who are on limited duty shall comply with SOP Restricted Duty Temporary Assignments.~~

N/A

3-31-5 Health and Wellness Improvement Plan

A. If an officer's the overall fitness score for the Physical Fitness Assessment is below the minimum fitness standard, the Health and Wellness Coordinator shall advise the officer shall be advised of the score. The officer and shall have the option, with supervisor approval, to participate in a Health and Wellness Improvement Plan developed by the Health and Wellness Coordinator. If the officer elects to participate in a Health and Wellness Improvement Plan, the following process shall occur:

a. The officer's immediate supervisor shall be notified, with a copy of the officer's Physical Fitness Assessment results and the Health and Wellness Improvement Plan that the Health and Wellness Coordinator recommends;



- b. The officer's supervisor should arrange on-duty time for sworn personnel who participate in the Health and Wellness Improvement Plan program;
c. The Health and Wellness Coordinator shall provide monthly updates to the officer's commander; and On a monthly basis.
d. The Health and Wellness Coordinator shall evaluate on a monthly basis the officer's performance in the Health and Wellness Improvement Plan - shall be evaluated monthly in order to determine continued participation.

N/A 3-31-6 Incentives

A. TOBANK Incentives

Each assessment of physical fitness shall be based on the following chart. The following chart details the performance levels for each TOBANK incentive category:

Horizontal lines representing a missing chart area.

Table with 6 columns: Fitness Level, 1.5 Mile Run, 2,000-Meter Row Alternative to 1.5 Mile Run, O-course, Push-ups, and TOBANK Hours. Rows include Superior, Excellent, Good, and Fair with associated time and push-up requirements.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-31 (Formerly 3-83)

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Passing	≤ 15 minutes	< 11 minutes 37	≤ 5 minutes	15	4
	54 seconds	seconds			

B. Physical Fitness Incentives

1. At the directive of the Chief of Police, and based on criteria provided by the Health and Wellness Coordinator, 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 shall be determined prior to the start of any Physical Fitness Assessment. For information on the incentives, ~~officers can~~ sworn personnel should contact the Health and Wellness Coordinator.

3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards shall be based on following criteria:

a. A Most Physically Fit Ribbon with a Star "Superior" designation shall be awarded to sworn personnel who achieve a superior score, as described in the chart, above.

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b. A Most Physically Fit Ribbon without the Star "Excellence" designation shall be awarded to sworn personnel who achieve an excellent score, as described in the chart, above.

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c. Recognition honors shall be awarded to the highest scoring ~~male and female~~ personnel officer in the following categories: Lieutenant and above; Sergeant; and Uniformed Officer and Non-Uniformed Officer.

~~a.~~ In order to be eligible for any incentive or Most Physically Fit award, an officer shall ~~must~~ complete the Physical Fitness Assessment within the testing timeframe specified. All portions of the Physical Fitness Assessment ~~must~~ shall be completed on the same day during the assessment process.

4.



- ~~1. If the overall fitness score is below the minimum fitness standard, the officer shall be advised of the score and shall have the option, with supervisor approval, to participate in a Health and Wellness Improvement Plan developed by the Health and Wellness Coordinator. If the officer elects to participate in a Health and Wellness and Health Improvement Plan, the following process shall occur:
 - ~~a. The officer's immediate supervisor shall be notified, with a copy of the officer's assessment results and the Health and Wellness Improvement Plan that the Health and Wellness Coordinator recommends.~~
 - ~~b. The officer's supervisor should arrange on-duty time for sworn personnel who participate in the Health and Wellness Improvement Plan program.~~
 - ~~c. The Health and Wellness Coordinator shall provide monthly updates to the officer's commander.~~
 - ~~d. Performance in the Health and Wellness Improvement Plan shall be evaluated monthly to determine continued participation.~~~~

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~~G. Exemptions and Limited Duty Personnel~~

~~H.~~

~~1. Officers who believe they should be exempt must submit a letter for exemption consideration for each physical assessment to the Health and Wellness Coordinator. The letter shall be addressed to the Wellness Coordinator and be forwarded through the requestor's chain of command. Physician statements and other pertinent documentation must accompany the letter of request.~~

~~I.~~

~~1. Officers who are on limited duty shall comply with SOP 3-19 - Restricted Duty Temporary Assignments.~~

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~~J. Physical Fitness Incentives~~

~~1. At the directive of the Chief of Police and based on criteria provided by the Health and Wellness Coordinator, 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 shall be determined prior to the start of any assessment. For information on the incentives, officers can contact the Health and Wellness Coordinator.~~

~~3. Most Physically Fit uniform ribbons and Most Physically Fit by Rank awards shall be based on following criteria:~~

~~a. A Most Physically Fit Ribbon with a Star "Superior" designation shall be awarded to sworn personnel who achieve a superior score, as described in the chart, above.~~



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~~b. A Most Physically Fit Ribbon without the Star "Excellence" designation shall be awarded to sworn personnel who achieve an excellent score, as described in the chart, above.~~



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

~~a.~~