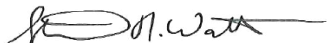


OGDEN CITY POLICE

Office of the Chief

Policy No: 14

Subject	Effective Date
Physical Fitness	March, 2018
Department	Replaces Policy Dated
Police	October, 2013
Division	Review Date
All Police Personnel	March, 2022
Authorized Signature	
	

I. PURPOSE

The purpose of this policy is to establish minimum job related and validated physical fitness standards for all sworn police officers regardless of rank or duty assignment. This policy has several purposes that include:

- A. To insure the safe and effective performance of the essential job functions of sworn officers.
- B. To establish physical fitness standards that benefits the individual sworn officer.
- C. To provide confidence that back-up support for fellow officers and others who depend on a sworn officer is performed safely and effectively.
- D. To provide the expected protection of the citizens of the community.

II. POLICY

The work performed by police officers requires a specified level of physical fitness. The performance of the most critical, essential job functions may be infrequent, but the consequences of non-performance or improper performance can be staggering. The ability of each officer to perform those functions is affected by exercise, diet, tobacco usage, substance abuse, stress management, and weight control. To help officers maintain the level of fitness necessary to safely and effectively perform the essential job functions of a police officer, it will be the policy of this department to provide a total fitness program, including a mandatory physical fitness test.

III. LEGAL CONSIDERATIONS

The components of physical fitness (cardiovascular endurance, muscular strength, muscular endurance, flexibility, anaerobic power, and body composition) underlie and predict the ability to perform the myriad of essential physical job tasks. As such, measures of those components of fitness are job related.

This fitness program complies with all federal mandates. Section 106 of the Civil Rights Act of 1991 prohibits discriminatory use of test scores and states, "It shall be an unlawful practice . . . in connection with the selection or referral of applicants or candidates for employment or promotion, to adjust the scores of, use different cutoff scores for, or otherwise alter the results of, employment related tests on the basis of race, color, religion, sex, or national origin. Similarly, Title VII of the Civil Rights Act of 1964 makes it unlawful to discriminate on those bases.

In compliance with these laws, standards are the same for people who hold similar jobs and have the same job requirements. Physical fitness is job related and the standards identified in this policy have been scientifically validated as job related and a law enforcement necessity.

In compliance with the Americans with Disabilities Act (ADA), applicants with disabilities are not held to higher standards than the job requires of incumbents. Persons who can perform the essential job functions, either with or without reasonable accommodation, cannot be denied employment simply because of a disability. On the other hand, the ADA does not guarantee employment for the disabled. If a person cannot perform the essential functions of the job, with or without reasonable accommodation, that person will be denied employment as a police officer. In compliance with the Age Discrimination in Employment Act, officers who demonstrate the ability to perform the essential physical functions of the job by meeting the fitness standards may continue employment as long as they meet the requirements.

IV. DEFINITIONS AND TIME REQUIREMENTS

- A. Fitness program – For the purposes of this policy, the fitness program will consist of training for coordinators, screening for safe participation, assessments and reassessments, goal setting, exercise prescription, exercise class activities and ongoing total fitness education.
- B. Total fitness - The result, in terms of performance and health, or correct lifestyle choices in the areas of exercise, diet and nutrition, tobacco usage, substance abuse prevention, stress management, and weight control.

- C. Essential job functions – A particular job function is essential if removing it would fundamentally alter the position: because the position exists to perform that function; because of the limited number of employees available among whom performance of that function can be distributed; or because of the highly specialized nature of the function. For the position of police officer, those functions include, but are not limited to, safely effecting a forcible arrest, suspect pursuit on foot, and safely controlling combatants.
- D. Qualified person with a disability – An individual with a disability who, with or without reasonable accommodation, can perform all essential functions of the job.
- E. Fitness coordinator – Individual certified in fitness training and designated as the fitness coordinator for the department. The individual may be a sworn officer of the department, a city employee in another department, or a person contracted to perform the service.
- F. Test – The battery of four validated test standards or the validated Job Task Simulation Test (JTST) conducted within the testing time frame parameters and in accordance with the established testing procedures, protocols, and outcomes.
- G. Test Administration Protocols – The mandatory requirements for how the tests will be administered; contained in Appendix D.
- H. Fitness assessment – The combination of all four tests given in a single day or the Job Task Simulation Test (JTST) with one scenario given in a single day and in accordance with the established testing procedures, protocols, and outcomes.
- I. Mandatory testing cycle – The period of time during the fall of each fiscal year during which police administration requires physical fitness testing of all sworn officers, except officers who passed the fitness assessment during the voluntary preparatory testing cycle. The mandatory testing cycle begins with an initial test assessment and fitness assessment re-tests.
- J. Fitness assessment year – A one-year period beginning on the date of the first mandatory fitness assessment.
- K. Time requirements – Any time requirement that falls on a Saturday, Sunday, or City-recognized holiday will be considered to fall on the next day that is not a Saturday, Sunday, or City-recognized holiday.
- L. Reinstatement fitness assessment – Any officer returning to sworn duty

after having been on long-term military deployment, long-term non-medical leave or being reinstated to the force after a resignation and the officer failed to successfully complete a fitness assessment in the prior Mandatory Testing Cycle or Preparatory Testing.

V. VALIDATED TEST STANDARDS

The following test standards and the Job Task Simulation Test (JTST) have been scientifically validated as job related by Thomas & Means and Associates through a study conducted for URMMA in 1998 and 1999. There are four physical fitness components to the test that will be given in one day as a battery of tests and that will be administered in accordance with the established testing procedures, protocols, and outcomes:

- A. 1.5 Mile Run. This measures aerobic power of cardiovascular endurance (the ability to sustain exertion over time.) The test consists of running/walking as fast as possible the distance of 1.5 miles.
- B. Minimum Pushup. This measures the muscular endurance of the upper body. The test consists of doing as many pushups as possible, from the front lean and rest position with no time limit.
- C. One Minute Sit-up. This measures the abdominal or trunk muscular endurance. The test consists of lying on the ground and doing as many bent leg sit-ups as possible in one minute.
- D. Vertical Jump. This measures leg power. The test consists of jumping beside a wall or other measuring device and marking how high the member can jump from a standing position.

Each test is scored separately and members must meet the standard on each and every test. The tests are given all in the same day, during the same fitness assessment and in accordance with the established testing procedures, protocols, and outcomes. Failure to meet the standard of any test is a failure of the fitness assessment and requires that the officer retake the fitness assessment in accordance with subsection VI.C. The standards are as follows:

Test	Standard
1.5 Mile Run	15 minutes, 54 seconds
Minimum Pushup	25
One Minute Sit-up	35
Vertical Jump	16 inches

The order of testing and maximum resting periods between the events are as follows:

Vertical Jump, maximum five-minute rest period;
One Minute Sit-Up, maximum 10-minute rest period;
Maximum Pushup, maximum 20-minute rest period;
1.5 Mile Run.

The passing criteria for the JTST will be based on the 20th percentile score. The JTST consists of:

JTST Scenario	Standard
Foot Pursuit and Arrest	4 minutes and 15 seconds

VI. PROCEDURE

A. Program Components

1. Fitness coordinators. This department may provide assistance for officers participating in the physical fitness program. A component of this assistance will be fitness coordinators trained in the application of the principles of fitness. This department will strive to maintain a ratio of one trained fitness coordinator per 25 employees. Fitness coordinators will be trained by one of the following: FitForce, the Cooper Institute of Aerobic Research, the American College of Sports Medicine, the Federal Bureau of Investigation National Academy, the National Strength and Conditioning Association, the URMMA Physical Fitness Coordinator Class, or other agencies with similar qualifications approved by the Training Bureau. Contract fitness assistants should meet similar standard criteria. Fitness coordinators will also be trained in the proper use of department owned physical fitness equipment and will train department officers in the proper use of this equipment.
2. Screening for safe participation. This department will require medical clearance of all officers prior to being tested or beginning an exercise program. Officers will be referred to an Ogden City sponsored doctor or be required to obtain clearance from their personal physicians.
3. Fitness Assessment and reassessment. This department views the fitness assessment of whether an officer has the fitness necessary to perform essential officer job functions as a measure of the fitness program's effectiveness rather than a punitive or culling out

process. The fitness coordinators will administer the assessments in accordance with the protocols and procedures (see Appendix D), and use the results to design individual programs for participants. This department will administer assessments once each calendar year, normally in the fall of the year.

4. Goal setting. People are more likely to adhere to a program when effective goal setting principles are employed. Fitness coordinators may assist participants in establishing realistic, yet challenging, goals to enable them to achieve and maintain the level of fitness necessary to perform the essential functions of the job.
5. Exercise prescription. New exercisers left to their own devices often fall out of a program. The fitness coordinators may prescribe exercise based on an individual's current level of fitness, individual preferences, and available facilities and equipment.
6. Ongoing education. This department recognizes that adults want to know the reasons why they are required to do various things. Therefore, ongoing education is an important part of an effective fitness program. As another way of assisting participants, the department may provide ongoing education on the fitness program and on pertinent fitness-related subjects. These topics may include exercise, back pain, cholesterol, stress, tobacco use cessation, and nutrition.
7. Monitoring. In addition to assessments, goal setting, exercise prescription, and ongoing fitness education, fitness coordinators may provide assistance to officers and monitor each officer's progress. Officers needing motivation or additional guidance may contact a fitness coordinator to obtain that help.
8. Remedial fitness training. Officers failing the fitness assessment may be placed in a remedial fitness training program. This program will be developed by a fitness coordinator to specifically address the individual's needs. Both fitness coordinator-led exercise and individual programming will be utilized.

B. ASSESSMENT PROGRAM

1. In the fall of each fiscal year, all sworn police officers will undergo a fitness assessment. The Training Bureau will publish a schedule no later than two weeks prior to the beginning of the test. Officers subject to reinstatement testing will be tested prior to reinstatement.

2. Testing will be conducted by certified fitness coordinators and may be aided by qualified personnel from a qualified wellness provider.
3. Testing procedures:
 - a. Each sworn police officer will submit blood samples as part of screening for participation in the assessment testing. Blood workup will include a lipid profile, a Complete Blood Count, and a Chemistry Profile (Chem 7), and will be completed in sufficient time to be taken by the officer to the officer's medical examination.
 - b. Each sworn police officer will undergo a medical examination by a physician (M.D.) once each year regardless of whether they will be required to test. The medical examination will include a review of the blood workup. The examining physician will be provided with a copy of the medical release form together with the four validated test standards and the guidelines for the Job Task Simulation Test (JTST) and shall assess whether the officer can participate in the fitness assessment. If the officer's examining physician determines that it is unwise for the officer to participate in the fitness assessment for medical reasons, the examining physician shall explain, in writing on the appropriate form, the contradictions precluding testing. Medical clearance will be required before the officer may participate in the fitness assessment or any preparatory testing throughout the following calendar year.
 - c. The physical fitness assessment will consist of the following in the order that they are shown: vertical jump of 16 inches; 35 sit-ups in one minute, 25 pushups with no time limit; and 1.5 mile run in 15 minutes and 54 seconds or less or the Job Task Simulation Test (JTST) which consists of: a foot pursuit and arrest scenario 4 minutes and 15 seconds. Officers must pass all of the tests in the test battery or the JTST on the same day and in accordance with the established testing procedures, protocols, and outcomes in order to pass the fitness assessment.
 - d. This department recognizes that body composition (percentage of body fat) and flexibility have an impact on both performance and health. As part of the total fitness program, the department may, at the officer's request, assess body composition, including BMI if desired, and flexibility to provide feedback on these areas for health and

wellness purposes only. No department standard will apply to this assessment.

- e. The 4-Event Battery test will be taken in the OPD Physical Training Uniform as designated in Policy 23, Authorized Uniform and Equipment. The JTST, as a "Job Task Simulation Test," will be taken in duty footwear, a duty-style pant, a duty-style shirt, body armor, and a fully-equipped duty belt. Officers may choose to wear the OPD Utility Uniform as designated in Policy 23, Authorized Uniform and Equipment. Gloves are recommended for the performance of the JTST.
4. The fitness assessment results for each officer will be maintained by the Training Bureau for evaluation. All officers may have a copy of their entire assessment on request.
 5. Any officer who is medically exempt from undergoing fitness assessment must have certification from a medical doctor, satisfactory to the department, that the condition(s) forming the basis for the medical exemption are temporary. On or before 210 days of the doctor's certification, the officer must be cleared to undergo assessment pursuant to this policy. The failure to be able to take the assessment may result in appropriate administrative action in accordance with appropriate Ogden City Police Department and Ogden City Policies, up to and including termination from employment.
 6. An officer shall pass the fitness assessment once per testing year. An officer who suffers from any medical condition during the mandatory testing cycle may utilize a cumulative total of 210 days in a testing year during which time the officer is deemed medically exempt from taking the fitness assessment.
 - a. Except as provided in subsection B.6.c. below, the 210 days will be calculated from the date of a physician's signature on a medical release form indicating contraindications to taking the test, through and including the date of the physician's signature on a medical release form clearing the officer to take the fitness assessment (or the actual release date if different from the date of the physician's signature). The Medical Release Form is attached as Exhibit "A" hereto. This time period is referred to as the "medical release period."
 - b. Separate medical release periods will be added together for purposes of calculating the 210 day allowance, whether or not stemming from the same medical condition.

- c. If an officer presents a medical release form indicating contraindications to taking the first fitness assessment in the fall mandatory testing cycle, the 210 day exemption period will begin to run on the day after the date that the officer would have been scheduled to take the test.
 - d. An officer may undergo a maximum of one mandatory testing cycle during a fitness year. In the event an officer fails one of the fitness assessments in a testing cycle and subsequently receives a medical waiver, upon medical clearance, the officer will be scheduled to take the next fitness assessment in the testing cycle. Example No. 1: If an officer takes the first fitness assessment and fails, and subsequently obtains a medical waiver, upon medical clearance to take the fitness assessment, the officer will be scheduled for the second fitness assessment in the testing cycle. Example No. 2: If an officer takes the first fitness test and does not complete the assessment due to a medical condition that subsequently results in a medical waiver, the officer will be scheduled to retake the first fitness assessment upon medical clearance to take the fitness assessment.
- 7. An officer with a medical exemption must notify the Chief of Police, or the Acting Chief of Police in the Chief's absence, within 24-hours of obtaining a physician's signature on a medical release form clearing the officer to take the fitness assessment. The officer will be scheduled to take the fitness assessment within 48 hours of the Chief's receipt of the release form or within 48 hours of the actual release date if different from the date of the doctor's signature.
 - 8. Performance appraisals will include a comment concerning the officer's level of fitness. At a minimum, the supervisor will reference whether or not the officer met this department's standards and any situation during the rating period in which fitness or lack thereof apparently affected the officer's ability to safely and effectively perform any essential job function.

C. COMPLIANCE REQUIREMENTS

- 1. First test – The first fitness assessment given in the fall mandatory testing cycle as set forth in section B.
- 2. Second test - Any officer failing to meet the minimum standard on any test in the fitness assessment during the first test in the fall mandatory testing cycle will be placed on temporary transitional duty, as per policy 38B- Physical Fitness, or on approved leave and

counseled by a fitness coordinator. The coordinator may help the officer in developing a personal fitness plan in order to assist in meeting the department standard. Unless the failure was the result of an apparently disabling condition, resulting in a medical exemption, the officer will be scheduled for an assessment retest 30 calendar days after the failure. An officer may voluntarily retake the fitness assessment sooner than 30 days. The Officer may choose to take the fundamental test or the JTST.

3. Third test – Any officer failing to meet the minimum standard on any test in the fitness assessment during the second test in the fall mandatory testing cycle will be placed on temporary transitional duty, as per policy 38B- Physical Fitness, or on approved leave and counseled by a fitness coordinator. The coordinator may help the officer in developing a personal fitness plan in order to assist in meeting the department standard. Unless the failure was the result of an apparently disabling condition, resulting in a medical exemption, the officer will be scheduled for an assessment retest 30 calendar days after the failure. An officer may voluntarily retake the fitness assessment sooner than 30 days. The Officer may choose to take the fundamental test or the JTST.
4. Fourth test - Any officer failing to meet the minimum standard on any test in the fitness assessment during the third test in the fall mandatory testing cycle will continue on temporary transitional duty or approved leave. Personnel action may be taken to include exclusion from consideration for promotion, transfer, merit pay increase, participating in career development programs, continued assignment in specialized assignment and off-duty employment as a law enforcement officer. These actions are taken in order to allow the officer to focus more on meeting the department's fitness standards. The fitness coordinator may continue to counsel the officer and may develop a remedial fitness program for the officer. Completion of this remedial program is mandatory. Unless the failure was the result of an apparently disabling condition, resulting in a medical exemption, the officer will be scheduled for an assessment retest 30 calendar days after the failure. The officer may choose to take the fundamental test or the JTST. Failure to successfully complete the fourth test within the proscribed time period (30 days or as set forth in section B.6 for a medical exemption) will render the officer unfit for duty and ineligible to return to sworn duty. Administrative action will be taken in accordance with appropriate Ogden City Police Department and Ogden City Policies up to and including termination from employment.

D. PREPARATORY TESTING PHYSICAL FITNESS

During the spring, summer and fall there will be a preparatory testing cycle during which time officers may voluntarily participate in fitness assessment without any expectation of passage. The preparatory fitness assessments are provided solely for the purpose of enabling officers to determine how prepared they are for the mandatory fitness assessment. The preparatory tests will consist of both the fundamental and JTST based on demand. Officers may elect not to participate in the preparatory period or may take multiple tests of all or any portion of the testing standards during the period. Because participation is voluntary, time spent in this activity will not be compensated. Officers choosing to participate in all of the tests, in a single assessment, during the preparatory period who pass all test standards may choose to count that testing as their annual mandatory fitness assessment test. Officers who do not complete all standards during the preparatory period as outlined in Section V.A. through E. and the JTST portion of this policy must successfully complete the annual fitness test assessment during the mandatory testing cycle in accordance with this policy. Preparatory testing dates, times and locations will be announced prior to the period.

E. EDUCATION PROGRAM

1. The department may provide periodic education and training.
2. The department may develop a yearly plan of educational classes based on the needs and desires of the department's officers and may conduct periodic surveys to determine areas of interest and need.

F. IMPLEMENTATION PROCEDURES

The department conducted a phase-in of the fitness program for all incumbent officers from July 1, 1997 through June 30, 2000. The program was established as the standard for all officers with adoption of the policy effective July 1, 2000. Phase-in was completed on June 30, 2000, and all prior phase-in processes became void. All officers of the Ogden Police Department are required to meet the existing policy as of July 1, 2000.

G. INCENTIVE/AWARDS PROGRAM

See Physical Fitness Award, Policy No: 30 - Awards.

Medical Release Form

INDIVIDUAL'S NAME _____

OGDEN CITY POLICE DEPARTMENT

Police officers are required to perform a variety of essential physically demanding tasks including the following:

- Walking for extended periods
- Short sprints
- Long pursuit running lasting over two minutes
- Running up and down stairs
- Pushing heavy objects such as vehicles
- Jumping over and around obstacles
- Lifting and carrying objects sometimes up and down stairs
- Using hands and feet in use of force situations
- Using force in short and long term (greater than two minutes) efforts
- Bending and reaching
- Dragging people and objects as in extracting victims from vehicles

To measure an individual's capability to perform these critical tasks all applicants and incumbents must undergo a physical fitness test consisting of the following four items:

1. **Vertical jump** to measure leg explosive strength or power.
2. **One-minute sit-up** to measure abdominal muscular endurance.
3. **Maximum number of pushups** to measure upper body muscular endurance.
4. **1.5 mile run** to measure aerobic power.

Each test is scored separately and members must meet the standard on each and every test. The tests are given all in the same day. The standards are as follows:

Test	Standard
1.5 Mile Run	15 minutes, 54 seconds
Minimum Pushup	25
One Minute Sit-up	35
Vertical Jump	16 inches

Rather than participate in the above battery of tests, an incumbent may choose to undergo a physical fitness obstacle course test, consisting of a pursuit and arrest scenario that includes:

1. Running short and long distances, up to 1500 meters.
2. Climbing/jumping over 4' and 6' obstacles, including fences and ditches.
3. Running up and down a series of stairs.
4. Manipulating a 190 lbs. dummy from a laying down position, to a kneeling position. (To simulate the arrest of a suspect.)

The obstacle course test is a timed course and the member must complete all the obstacles within 4 minutes and 15 seconds.

Your professional opinion is requested as to whether the individual listed above can safely participate in physical fitness testing and exercise training beginning immediately and throughout the next calendar year.

PLEASE CHECK ALL THAT APPLY:

_____ **There are no contraindications** to the individual 1) being capable of performing the essential physical tasks and 2) being capable of undergoing the physical fitness test items within 90 days of the medical examination.

_____ **There are contraindications** and it is **not recommended** that the individual participate in the physical fitness testing or exercise training at this time.*

If there are contraindications, please indicate whether:

_____ The contraindications are the result of a temporary condition that will be cleared within 210 days.

_____ The contraindications are not likely to be cleared within 210 days.

<p><u>TO BE FILLED OUT BY PHYSICIAN</u></p> <p>*Contraindications to taking the fitness assessment shall be described below in sufficient detail for the Police Department to determine appropriate action.</p>

PHYSICIAN'S NAME (Printed) _____

PHYSICIAN'S CONTACT INFORMATION _____

PHYSICIAN'S SIGNATURE _____ **DATE** _____

Test Preparation

One of the best ways to prepare for these tests is to ensure that your body weight is proportional to your height. If you are overweight you will have difficulties with any one, and maybe all of the five tests. According to the well-known exercise physiologist, Dr. Brian J. Sharkey, "No other method of weight control is so physiologically sound, so definite, or so enjoyable as exercise. Dieting carries a negative connotation of avoidance, deprivation, and punishment. And dieting, by itself, often leads to increases in weight and fat. Exercise provides a positive approach: It is more psychologically rewarding to do something than it is to avoid something."

To bring your weight down to where it should be it would first be advisable to visit your personal physician and have him give you a complete physical and give you a goal weight that you should be able to reasonably obtain. After that visit determine your "Daily Caloric Needs." This is done by determining your "resting energy expenditure (REE)" and multiplying it by your activity level. An example would be as follows: A 50-year-old man would determine his REE by taking $11.6 \times \text{Body Weight (kg)} + 879$. So a 50-year-old man who weighs 170 lbs. (77 kgs) $\times 11.6 + 879 = 1,772$ calories per day or his daily "resting energy expenditure." If that individual has a moderate activity level (aerobic exercise three times a week,) he would take the 1,772 daily calories $\times 1.3 = 2,304$ calories per day to maintain current weight. If that 50-year-old man wants to lose 10 pounds in 10 weeks he will need to reduce his daily caloric intake by 3,500 calories per week or 500 calories per day. The best way to do that is to combine the reduction of calories taken in each day with an increase of calories lost each day through exercise. There are charts attached to this policy that will help you to determine your "Daily Caloric Needs" regardless of age or sex. See Appendix D.

Now you are ready to start training to meet the standards.

1.5 Mile Run

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. If you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then do so.

<u>Week</u>	<u>Activity</u>	<u>Distance</u>	<u>Time</u>	<u>Frequency</u>
1	Walk	1 mile	17-20 minutes	5 times/week
2	Walk	1.5 miles	25-29 minutes	5 times/week
3	Walk	2 miles	32-35 minutes	5 times/week
4	Walk	2 miles	28-30 minutes	5 times/week
5	Walk/Jog	2 miles	27 minutes	5 times/week
6	Walk/Jog	2 miles	26 minutes	5 times/week
7	Walk/Jog	2 miles	25 minutes	5 times/week
8	Walk/Jog	2 miles	24 minutes	5 times/week
9	Jog	2 miles	23 minutes	4 times/week
10	Jog	2 miles	22 minutes	4 times/week
11	Jog	2 miles	21 minutes	4 times/week
12	Jog	2 miles	20 minutes	4 times/week

Vertical Jump

To prepare for this test you will need to do plyometric training. There are two plyometric exercises: double leg vertical jump and single leg vertical jump. Perform each exercise with three sets of ten repetitions, three days a week. Do the repetitions ballistically without stopping. Rest three minutes between each set of each exercise.

<u>Exercise</u>	<u>Sets</u>	<u>Reps</u>	<u>Rest</u>	<u>Frequency</u>
Double leg vertical jump	3	10	3 minutes	3 times/week
Single leg vertical jump	3	10	3 minutes	3 times/week

Maximum Pushups and One-Minute Sit-up

To prepare for these tests follow this routine. The first step is to see how many pushups you can do and how many sit-ups you can do in one minute. That will become your initial training repetition dose or ITRD.

<u>Week</u>	<u>Sets</u>	<u>Repetitions</u>	<u>Frequency</u>
1	1	ITRD	3 times/week
2	2	ITRD divided in half	3 times/week
3	3	ITRD divided in half	3 times/week
4	3	ITRD divided in half plus 2	3 times/week
5	3	ITRD divided in half plus 4	3 times/week
6	3	ITRD divided in half plus 6	3 times/week
7	3	ITRD divided in half plus 8	3 times/week
8	3	ITRD divided in half plus 10	3 times/week

For successive weeks keep adding two more repetitions per week. If you cannot do a regular pushup at first, do the modified pushup for several weeks following the same routine, then advance to the regular pushup.

Appendix C

Determining Daily Caloric Needs

REE (Resting Energy Expenditure) x Activity Level = Estimated Daily Caloric Needs

Activity Level

Sedentary = sitting, television watching, etc. (1.2)

Moderate = aerobic at least three times a week (1.3)

Athlete = Olympic caliber (1.4)

Female Resting Energy Expenditure (REE)

Ages 18-29 = $14.7 \times \text{body weight (kg)} + 496$

Ages 30-60 = $8.7 \times \text{body weight (kg)} + 829$

Example: A 25-year-old female who weighs 125 lbs. and is moderately active would arrive at the number of calories she should eat per day to maintain her weight by using the following formula:

$$14.7 \times 57\text{kg} + 496 \times 1.3 = 1,734 \text{ Daily Caloric Needs}$$

Male Resting Energy Expenditure (REE)

Ages 18-29 = $15.3 \times \text{body weight (kg)} + 679$

Ages 30-60 = $11.6 \times \text{body weight (kg)} + 879$

Example: A 25-year-old male who weighs 160 lbs. And is moderately active would arrive at the number of calories he should eat per day to maintain his weight by using the following formula:

$$15.3 \times 73\text{kg} + 679 \times 1.3 = 2,335 \text{ Daily Caloric Needs}$$

Losing Weight

3,500 calories = one pound of fat

One pound of weight loss in one week = negative energy balance per day of 500 calories.

To lose weight you must decrease calories in, or increase activity level to burn calories or both.

There is no other way.

Daily Percentage of Energy Sources

Complex carbohydrates: 65%

Protein: 15%

Fat: 20%

Conversion of Pounds (lbs.) to Kilograms (kg)

lbs.	kg
70	32
75	34
80	36
85	39
90	41
95	43
100	45
105	48
110	50
115	52
120	54
125	57
130	59
135	61
140	64
145	66

lbs.	kg
150	68
155	70
160	73
165	75
170	77
175	79
180	82
185	84
190	86
195	88
200	91
205	93
210	95
215	98
220	100
225	102

lbs.	kg
230	104
235	107
240	109
245	111
250	113
255	116
260	118
265	120
270	122
275	125
280	127
285	129
290	132
295	134
300	136

Appendix D

Test Administration Protocols

PHYSICAL FITNESS TEST PROCEDURES: Obstacle Course

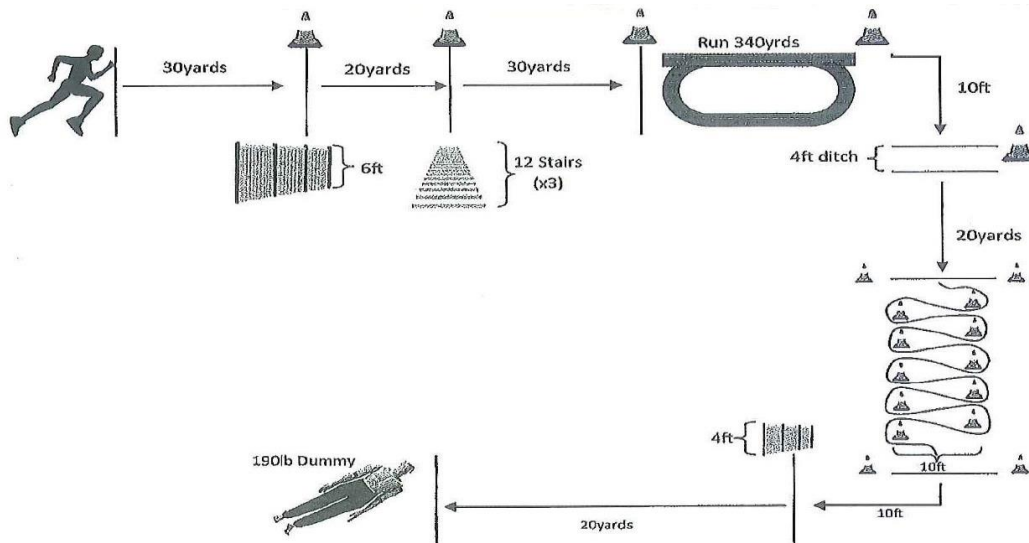
You are charged with pursuing and restraining a fugitive. The various obstacles are simulations of both urban and rural barriers that may need to be surmounted in a pursuit situation.

Time Limit: 4:15 min

Required Uniform: The JTST, as a "Job Task Simulation Test," will be taken in duty footwear, a duty-style pant, a duty-style shirt, body armor, and a fully equipped duty belt. Officers may choose to wear the OPD Utility Uniform as designated in Policy 23, Authorized Uniform and Equipment. Gloves are recommended for the performance of the JTST. Refer to Policy 14.VI.B.3.e

Procedures:

- A. Officer starts in standing position at start line.
- B. On the command of "Go" the officer runs 30 yards (90 ft) to a fence.
- C. Officer goes over a 6 ft fence and runs 20 yards (60 ft) to a set of stairs.
- D. Officer runs up and down the flight of stairs 3 times (up three, down three) (one flight = 12 stairs).
- E. Officer runs from stairs 30 yards (90 ft) to a track starting point.
- F. Officer runs 340 yards (1020 ft) on track.
- G. After completing the track run, the officer turns and runs 10 ft to jump over a 4 ft wide ditch.
- H. Officer runs 20 yards (60 ft) to a serpentine course.
- I. Officer runs around 10 cones that are placed 10 ft apart for a total distance of 100 ft.
- J. Officer will turn and run 10 ft and jump over a 4 ft saw horse or hurdle.
- K. Officer runs 20 yards (60 ft) to a 190 lb dummy that will be facing chest up.
- L. Officer will roll dummy onto his stomach.
- M. While on one knee, the officer will pull resistance tubing with each arm to the midline of the body to simulate cuffing.
- N. Officer will then lift the dummy to "knees up" position to complete the test.



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PHYSICAL FITNESS TEST PROCEDURES: Battery Test - Vertical Jump

This station is event #1, the Vertical Jump. This is a measure of jumping or explosive leg power. To successfully pass this event you must jump 16 inches.

Equipment: A vertical jump machine.

Required Uniform: The 4-Event Battery test will be taken in the OPD Physical Training Uniform as designated in Policy 23, Authorized Uniform and Equipment. Refer to Policy 14.VI.B.3.e

Procedures:

- A. To set the correct height for the measurement of the jump, you will stand directly beneath the machine with both feet flat on the floor. You will extend one arm overhead, straightening the arm, and extending the fingers until the arm touches the ear. The grader will then raise/lower the machine until the lowest plate on the machine lightly touches the middle fingers.
- B. It is highly recommended that you warm up by doing deep knee bends, squats or similar exercise, along with some light jumping. Upon the command of "Get Ready," you will position yourself so as to jump as high as possible, reaching with one hand, and touch one of the markers on the machine to mark you elevated reach.
- C. Your score is the inches to the nearest ½ inch from the lower marker to the higher marker. You may use the best of three attempts. You must jump with both feet initially on the ground, either from a standing position or with one foot/leg behind the other. However, in both cases, both feet must be firmly planted on the ground prior to jumping into the air.
- D. Do you have any questions? Please observe the following demonstration of proper and improper jumping techniques.
- E. Please step under the machine to set the height.
- F. Are you sufficiently warmed up to begin this test? Get ready. Begin. *Conduct test.*
- G. You have completed this event. Your score is _____. Proceed to the sit-up station. You may take up to 5 minutes rest before beginning the next event.

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PHYSICAL FITNESS TEST PROCEDURES: Battery Test – Sit-Ups

You were authorized to take up to 5 minutes rest between your last event and the start of this one. Have you exceeded the authorized rest time?

If response is NO: Please listen to the following instructions for this event.

If response is YES: You will need to retake the test at a later date and time.

This station is event #2, the 1-MINUTE SIT-UP TEST. This test is a measure of the muscular endurance of the abdominal muscles. The score is the number of sit-ups completed in one minute. To successfully pass this event you must complete 35 sit-ups in one minute. The test should be performed using a single mat or on a carpet surface.

Equipment: A mat and stopwatch

Required Uniform: Refer to Policy 14.VI.B.3.e

Procedures:

- A. Upon being told by the grader to "Get Ready," you will assume the starting position by lying on your back, knees bent, and heels flat on the floor. Your hands are behind the head but the fingers are not interlocked. During the exercise, your hands may go as far as the ears but must not come off of the head.
- B. A partner may hold your feet down.
- C. Upon being told to "Begin," the clock will start and you will perform as many correct sit-ups as possible in one minute.
- D. In the up position, you will touch your elbows to your knees or the upper leg as close to the knees as possible and then return to a full down position before starting the next sit-up. The neck and/or head need not touch the mat in the down position, but the shoulder blades must touch the mat when in the down position.
- E. You cannot raise the buttocks from the ground at any time during the sit-up.
- F. Your score is the total number of correct sit-ups in 1 minute.
- G. Do you have any questions? Please observe the following observation or proper and improper technique.
- H. Are you ready to begin this test? Get ready. Begin. *Conduct test.*
- I. You have completed this event. Your score is _____. You are authorized up to a 10-minute rest before the next event if you desire. Please proceed to the Push-Up section.

*There will be only ONE warning of improper technique.

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PHYSICAL FITNESS TEST PROCEDURES: Battery Test - Push-Ups

You were authorized to take up to 10 minutes between your last event and the start of this one. Have you exceeded the authorized rest time?

If response is NO: Please listen to the following instructions for this event.

If response is YES: You will need to retake the test at a later date and time.

This station is event #3, the MAXIMUM PUSH-UP TEST. This is a measure of the muscular endurance of the upper body extensor. The score is the number of push-ups completed. To pass the test you must complete at least 25 proper push-ups.

Equipment: Mat of semi-soft surface, if available

Required Uniform: Refer to Policy 14.VI.B.3.e

Procedures:

- A. Upon the command of "Get Ready," you will assume the push-up position with the hands placed on a line directly below the shoulders and as wide or as narrow as you prefer. It is recommended that the hands be approximately shoulder-width apart as that is the best position for use of the large muscles to support the push-ups. The back, buttocks, and legs must be straight from the head to heels.
- B. Upon the command of "Begin," begin the push-up by bending your elbows and lowering the entire body until the tops of the upper arms, shoulders, and lower back are aligned and parallel to the floor. Complete the push-up by returning to the full starting positions, completely straightening the arms and locking the elbows out. Upon reaching this position, one push-up will be scored. During the performance of a valid push-up you may not rest the body on the ground. If necessary, in order to sufficiently lower the body to reach proper alignment, the chest may touch the ground but there must be no pause in the down position. If you desire to rest, you may do so but only in the up position, and you cannot relieve pressure from the upper body while in the resting position. Arching the back to relieve the stress on the lower back is permissible while resting, but both hands must stay on the ground. If you do not keep the body straight, lower your body to reach the arm-upper back parallel position, or lock the elbows completely, that repetition does not count.
- C. The score is the number of push-ups completed correctly. The event will end when you can no longer do another proper push-up, when you break from that proper position, or when you tell the grader you are finished.
- D. Do you have any questions? Please observe the following demonstration of proper and improper technique.
- E. Are you ready to begin this test? Get ready. Begin. *Conduct test.*

F. You have completed this station. Your score is _____. Please proceed to the track for the 1.5 mile run station. You may take up to a 20-minute rest before beginning to run.

*There will be only ONE warning of improper technique.

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PHYSICAL FITNESS TEST PROCEDURES: Battery Test – 1.5 Mile Run

You were authorized to take up to 20 minutes between your last event and the start of this one. Have you exceeded the authorized rest time?

If response is NO: Please listen to the following instructions for this event.

If response is YES: You will need to retake the test at a late date and time.

This station is event #4, the 1.5 MILE RUN. This is a measure of cardiovascular endurance or aerobic power.

Equipment: A track and stopwatch

Required Uniform: Refer to Policy 14.VI.B.3.e

Procedures:

- A. You will now participate in a 2-minute warm up. It is recommended that you jog lightly to increase blood flow and then stretch the appropriate muscle groups, particularly the hamstring. The 2-minute warm up begins NOW.
- B. You will now come to the starting line. At the command of "Go," the clock will start, and you will begin to run. You must complete 12 laps in 15:54 or less. A grader will record the number of laps past the starting point and will call the number out to you as you pass. Your score is the actual time that it takes you to complete the required laps.
- C. Upon completion of the required laps, you are required to conduct a cool down period of at least 5 minutes. It is recommended that you walk a lap or two, breathe deeply, and conduct some stretching exercises.
- D. Are there any questions?
- E. Are you ready to begin this test? Go. *Conduct test.*
- F. You have completed this event. Your score is _____. Perform at least a 5-minute cool down at this time.