

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 19: Employee Well-Being **Order Number:** 1980
Topic: SWORN EMPLOYEE VOLUNTARY **Issued by:** Chief of Police
PHYSICAL FITNESS AND WELLNESS INCENTIVE PROGRAM
Approved: 08/01/17
Review: Annually in March by Support Services Division Commander
Supersedes: G.O. 1980 dated 07/06/16

.01 PURPOSE:

To outline the criteria, procedures and requirements for sworn members participating in the Voluntary Physical Fitness and Wellness Incentive Program for the Frederick Police Department.

.02 CROSS-REF:

G.O. 1910, "Employee Illnesses, Injuries & Disabilities"
G.O. 1975, "Sworn Employee Benefits & Compensation"
[HR-038](#) "Medical Screening Form"

.03 DISCUSSION:

The Frederick Police Department encourages its employees to maintain their physical well-being at a higher than average level. Physical fitness is desirable for the safe and effective performance of certain essential functions of law enforcement officers. Research shows that a healthy and physically fit officer is more productive, uses less sick time, experiences fewer work place injuries and projects a more professional image. For this reason, a voluntary physical fitness and wellness incentive program was developed for sworn members of the Frederick Police Department.

.05 DEFINITIONS:

COOPER INSTITUTE: The Cooper Institute (CI), established in 1970 is a 501.c.3 nonprofit research and education organization dedicated globally to preventative medicine.

.10 RESPONSIBILITIES:

1. Training Unit:
 - A. Announce the testing dates, times, location and registration procedures through a training announcement.
 - B. Schedule the participating members for the test.
 - C. Administer the physical fitness test (PT instructors or designees).
 - D. Forward a copy of the completed list of participants and successful participants of the physical fitness test to the:
 - (1) Personnel Unit
 - (2) Fiscal Unit
2. Personnel Unit:
 - A. Ensure receipt of the completed list of participants and successful participants of the physical fitness test.

G.O. 1980

SWORN EMPLOYEE VOLUNTARY PHYSICAL FITNESS AND WELLNESS INCENTIVE PROGRAM

- B. Include a copy of the list in each member's personnel file who has participated in the physical fitness test, indicating whether the test was passed or not.
 - C. Award the Department Letter of Acknowledgement to the members who have successfully completed the physical fitness test.
3. The Fiscal Unit will ensure the issuance of the Physical Fitness Participation Incentive for all participants who completed the test according to the guidelines set below and also the additional Completion Incentive for each member who has successfully completed the physical fitness test.

.20 TESTING REQUIREMENTS:

- 1. The Physical Fitness Incentive test will be based on the Cooper Institute Law Enforcement Training and Standards. These standards will be based on the member's sex and age.
- 2. Sworn members on suspension, limited duty, light duty or having a physical condition that might prevent them from performing strenuous physical activity on the day of testing are prohibited from participating in this program.
- 3. Members must pass every event during one testing session and meet the minimum standards listed in the chart below to qualify for the Physical Fitness Completion Incentive.

FAIR:

TEST STANDARDS: MALE SWORN EMPLOYEES/40th PERCENTILE				
Age	20-29	30-39	40-49	50+
Sit-Up (1 min)	38	35	29	24
Pushup (1 min)	29	24	18	13
1.5 Mile Run	12:29	12:53	13:50	15:14
300 Meter Sprint	59	58.9	72	83.2

TEST STANDARDS: FEMALE SWORN EMPLOYEES/40th PERCENTILE				
Age	20-29	30-39	40-49	50+
Sit-Up (1 min)	32	25	20	14
Pushup (1 min)	15	11	9	9
1.5 Mile Run	15:05	15:56	17:11	19:10
300 Meter Sprint	71	79	94	94

EXCELLENT:

TEST STANDARDS: MALE SWORN EMPLOYEES/80th PERCENTILE				
Age	20-29	30-39	40-49	50+
Sit-Up (1 min)	47	43	39	35
Pushup (1 min)	47	39	30	25
1.5 Mile Run	10:08	10:38	11:09	12:08
300 Meter Sprint	50.3	51	57	66.4

TEST STANDARDS: FEMALE SWORN EMPLOYEES/80th PERCENTILE				
Age	20-29	30-39	40-49	50+
Sit-Up (1 min)	44	35	29	24
Pushup (1 min)	28	23	15	15
1.5 Mile Run	11:56	12:53	13:38	15:14
300 Meter Sprint	58.3	66	72	72

.25 TESTING SESSIONS:

1. Registration for the Physical Fitness Incentive test will be sent out by the Training Unit through a training announcement.
2. Officers who are interested in taking the Physical Fitness Incentive Test will notify their direct supervisor of their intention to participate. The supervisor will then register the officer using Skills Manager VISTA. This must be completed prior to the cutoff date listed in the training announcement.
3. The Personnel Unit will verify all officers are eligible to participate in the test and complete a training order including all officers participating, and the date, time and location of the test.
4. Members will report at least thirty minutes prior to the scheduled test time.
5. Members should allow two hours to complete the testing.
6. Members who miss their scheduled testing date will have one opportunity to reschedule the test. The member will coordinate the makeup test with the Training Unit. The rescheduled testing date and time will be determined by the Training Unit.

.30 MEDICAL SCREENING:

1. Each officer participating in the test will be required to complete [HR-038](#) "Medical Screening Form" prior to the test. This form will notify the officer of the risks of taking the test if they have certain risk factors (i.e. smoking, obesity, hypertension). The officer will then check a box on the form indicating one of the following:
 - A. I have NO risk factors.
 - B. Because I possess one or more risk factor(s), I decline to participate until I consult with a physician.
 - C. Because I possess one or more risk factor(s) and do not wish to consult a physician before participating, I understand that I am discouraged from running the 300 Meter spring and the 1.5 mile run. Instead I am encouraged to walk this this portion of the test.
2. A medic unit from the Frederick County Department of Fire and Rescue Services will be present on each testing date to render aid as needed.

. 40 BENEFITS & COMPENSATION:

1. Participation Incentive:
 - A. Sworn members participating in the test will accumulate five (5) hours of administrative leave. In order to receive this incentive, the officer must attempt all exercises in the Physical Fitness Incentive Test; however, the officer must only complete the following exercises in order to receive the Participation Incentive:

G.O. 1980

SWORN EMPLOYEE VOLUNTARY PHYSICAL FITNESS AND WELLNESS INCENTIVE PROGRAM

- (1) 1.5 mile run
- (2) 300 meter sprint

B. The two running related exercises do not need to be completed according to the Cooper Institute timeframe in order to receive the Participation Incentive; however, the runner must not stop during either exercise, or the exercise will not count as being completed.

2. Completion Incentive:

- A. Officers must score at least the 40th percentile in each category to receive a completion incentive.
- B. The completion incentive will be based on the officer's average percentile across all four events.
- C. The percentile charts are based on the Cooper Institutes normative data charts.
- D. Additional incentives may be offered after the completion of the testing process to the officers scoring highest in their gender and age category.

Successful participation	N/A	5 Hours
Successful completion (fair)	Averaging 40 th -80 th percentile	10.5 Hours
Successful completion (excellent)	Averaging 80 th -100 th percentile	21 Hours

3. Leave Use:

- A. Accrued administrative leave not used prior to the end of the fiscal year will be forfeited.
- B. Accrued administrative leave will not be payable upon retirement.

.50 TESTS PERFORMED:

The below instructions for each exercise have been designed to be read to the officers participating in the Voluntary Physical Fitness and Wellness Incentive Program before beginning.

- 1. You will have 3 minutes to stretch and prepare for the first test.
 - A. **Sit ups** – This is the 1 Minute Sit Up Test which measures muscular endurance of the abdominals. The test will count the number of correct sit-ups completed in the 1 minute duration.
 - (1) The positioning for the Sit-Up Test is as follows:
 - (a) To start the test you will be lying on the ground with your knees bent, feet flat on the floor, hands interlaced and held behind the head.
 - (b) The neck should remain in the neutral position without pulling or yanking on the head with the hands.

- (c) A partner will hold your feet down firmly with only his/ her hands.
 - (d) The up position is obtained when the elbows touch the knees. The down position is obtained when the shoulder blades touch the floor.
- (2) If it is necessary to rest during the test, you may only do so in the up position, while maintaining the hands behind the head.
 - (3) A correct sit-up will be counted each time the up position is met while maintaining proper form. Correct sit-ups will be indicated by a counter verbally announcing the number completed or if not counted, then the counter will indicate why not counted.
 - (4) If at any time the form described above is broken by raising the buttocks, unlocking the hands or removing from behind ears depending on the necessary usage, not going all the way up, pulling on the head, or any other item outside of the form described previously, then the incorrect sit-ups will not be counted. If the continual incorrect form is deemed unsafe to your health, then the test may be terminated.
 - (5) After hearing these instructions, do you see any medical reason you cannot or should not complete this test, or do you have any questions about the instructions?
 - (6) Please move into the starting position and wait for the signal to begin.
 - (7) There will be a 5 minute rest before beginning the next exercise.

B. **Pushups-** This is the 1 Minute Push-Up Test to measure muscular endurance of the upper body: specifically the anterior deltoid, pectorals major and triceps. The test will count the number of correct push-ups completed in 1 minute.

- (1) The positioning for the full push-up test is as follows:
 - (a) Prior to beginning the test, you will lie on the ground face down, feet together, hands slightly wider than shoulder width apart, and fingers pointed forward.
 - (b) The body will form a straight line from the ankles, through the knees, hips, back, and shoulders to the head.
- (2) To start the test you will be in the up planked position where the body forms a straight line from the head to the ankles with the head in a neutral position, arms at soft extension, and feet together.
- (3) While performing the test your back will be straight at all times. You will lower your body to the ground until your elbows become bent at a ninety-degree angle while in the down position. You will then push up and fully extend your arms (not locking) while maintaining proper form. Correct push-ups will be indicated by a counter announcing the number completed or they will indicate why not counted.
- (4) If at any time the form described above is broken by raising the buttocks,

sagging the midsection of the body, arching the back, lifting a hand or foot, not going all the way down or up, lifting the neck or any other item outside of the form described previously, then the incorrect push-ups will not be counted. If the continual incorrect form is deemed unsafe to your health, then the test may be terminated.

- (5) After hearing these instructions, do you see any medical reason you cannot or should not complete this test, or do you have any questions about the instructions?
- (6) Please move into the position described to start the test and wait for the signal to begin.
- (7) There will be a 10 minute rest before beginning the next exercise.

C. **300 Meter Sprint** - This is the 300 Meter Run Test, which measures anaerobic power. Prior to the test, you should warm-up per your normal training regimen.

- (1) To begin the test you will gather at the starting line. At the signal, begin to run as fast as possible until you reach the finish line.
- (2) During the test, pacing devices, external assistance, or devices that impair individuals from hearing instructions will be prohibited.
- (3) As you cross the finish line, your time will be recorded in minutes and seconds.
- (4) After finishing the test, continue to walk slowly for 3-5 minutes to cool-down. Do not stop moving. If at any time members run astray of the described course or utilize any external assistance or participate in procedures not listed above, then the test will be terminated and results will not be recorded. If you feel any distress during or after the test, then inform a test administrator and do not continue the test.
- (5) After hearing these instructions, do you see any medical reason why you cannot or should not complete this test, or do you have any questions about the instructions?
- (6) Please move into the position described to start the test and wait for the signal to begin.
- (7) There will be a 10 minute rest before beginning the next exercise.

D. **1.5 Mile Run** - This is the 1.5 Mile Run Test, which provides an estimate of cardio respiratory fitness level. The test will measure the time required to run 1.5 miles. Prior to the test, you should warm-up per your normal training regimen.

- (1) To start the test, you will gather at the start line. At the signal, begin to run as fast as possible until you reach the finish line or complete the correct number of laps, which is ___ number of laps. (Insert number of laps if appropriate)

- (2) During the test, pacing devices, external assistance, or devices that impair individuals from hearing instructions will be prohibited. Lap times will be provided during the test if running on a track.
- (3) As you cross the finish line, your time will be recorded in minutes and seconds. The finish time will be used to estimate your cardio respiratory fitness level.
- (4) After finishing the test, continue to walk slowly for 5 minutes to cool-down. Do not stop moving.
- (5) If at any time participants run astray of the described course or utilize any external assistance or participate in procedures not listed, then the test will be terminated and results will not be recorded. If you feel any distress during or after the test, inform a test administrator and do not continue.
- (6) After hearing these instructions, do you see any medical reason you cannot or should not complete this test, or do you have any questions about the instructions?
- (7) Please move into the position described to start the test and wait for the signal to begin.
- (8) There will be a cool down period after this exercise of 10 minutes.