


Peoria Police Department | Policies & Procedures

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|  | Physical Fitness Incentive Program | | 439 |
| | Date Issued – 01/25/2023 | CALEA Standards | Approved By |
| | Revision Date – 10/03/2024 | 22.2.2 | Chief T. Intrieri |
| | Effective Date – 11/05/2024 | ALEAP Standards | Applies To |
| | | N/A | All Personnel |

1. POLICY

It is the policy of the Peoria Police Department (PPD) that each employee ensures they are physically fit and able to endure both the physical and mental stress of their position. To support this initiative, the Department shall offer opportunities, when able, for employees to develop, enhance, and maintain a satisfactory level of physical fitness and overall wellness. (CALEA 22.2.2)

2. PURPOSE

This policy aims is to provide Peoria Police Department (PPD) employees with direction and guidelines for the Physical Fitness Incentive Program.

3. DEFINITIONS

No definitions are listed.

4. PROGRAM COMPONENTS

- a. The Peoria Police Department's Physical Fitness Incentive Program is a multi-faceted approach to overall psychological and physiological health. While all components of the program are voluntary, the Peoria Police Department strives to increase participation by all Peoria Police Department full-time employees. Employees must be out of initial training status to participate in the program.
- b. The Peoria Police Department has a trained Physical Fitness Coordinator and physical fitness instructors who can provide personal counseling sessions on the following:
 - i. Nutrition and diet
 - ii. Stress reduction
 - iii. Safe exercise techniques
 - iv. Assistance in developing a personal workout schedule
- c. The Physical Fitness Coordinator is responsible for periodic evaluation of the Peoria Police Department's workout facilities and facilitating improvements and new equipment purchases.
- d. **Physical Examinations**

While it is not a requirement for Peoria Police Department employees to have a physical examination, before starting an exercise program, it is advisable to do so to determine if there may be any medical restrictions.

5. EVALUATION CRITERIA

- a. **Cooper Standards**
 - i. The Cooper Standards consist of a well-documented database established by the Cooper Institute of Aerobic Research in Dallas, Texas. Over several years, they have administered standardized tests across the country and have compiled the results based on age and gender.

- ii. The standardized and validated results are commonly referred to as “The Cooper Standards.” They are used by fitness experts across the country as a benchmark for comparison to determine an individual’s level of fitness.
- iii. A copy of the Cooper Standards is posted in the workout facility for reference of the required levels based on age and gender.

b. Participation

- i. All Peoria Police Department employees who choose to participate in the annual Physical Fitness Incentive Program assessment process, may be eligible for certain Incentive Awards based on their performance during the physical test. The process includes a battery of tests with designated scoring criteria.
 - While the criteria may show strength or weakness in certain areas, this information is for the employees’ benefit alone and no additional requirements towards the employee will be made based on this assessment.
 - All Peoria Police Department employees are encouraged to participate in the process and to maintain a regular exercise program.

6. ASSESSMENT TEST AREAS

- a. Since physical fitness relates to an individual's total physiological wellness, it involves measures and levels of dynamic and absolute muscular strength, muscle tone, cardiovascular endurance, and heart action in response to physical activity.
- b. The tests administered consist of either a one-and-a-half (1.5) mile run or a three (3) mile walk, bent leg sit-up, push-up test, bench press, leg press, and a sit and reach test.

c. Cardiovascular Endurance

A major component of physical fitness/wellness is cardiovascular-respiratory endurance. The one-and-a-half (1.5) mile run test, and the three (3) mile walk test are ideal ways to measure one's fitness in this area and participants will be given the option of taking either test.

- i. The one-and-a-half (1.5) mile run is completed by running/walking the distance as quickly as possible.
- ii. The three (3) mile walk is completed by walking (one foot always in contact with the ground) the distance as quickly as possible.

d. Dynamic Strength

The second major component of physical fitness is dynamic strength, which is a measure of muscular endurance. The test for this area will be a one (1) minute sit-up test and a max push-up test.

- i. One (1) Minute Bent Leg Sit-Up Test
 - The individual lies on their back with both knees bent and their arms crossed over their chest (hands tucked into armpits), or fingers interlaced behind their head.
 - The individual's feet will be held securely.
 - By flexing the torso, touch elbows to knees and return to a full lying position, with shoulder blades touching the floor.
 - The buttocks must stay in contact with the floor at all times.
 - Resting as needed will be done in the sitting-up position.
 - If at any time the form is broken by raising the buttocks, releasing the hands, only going

halfway up, or resting on the floor the rep will not be counted and the test can be terminated at all.

ii. **Max Push-Up Test**

- To start the test, the individual will be in an up-planked position. The body will form a straight line from the knees through the hips, back, and shoulders to the head.
- The push-up consists of lowering the chest to within fist level of the floor and then extending the arms to full length while keeping the back and knees straight and rigid.
- Resting as needed will be done in the up position.
- If the form is broken by raising or picking the buttocks, sagging the midsection of the body, resting on the floor or the participant is not completing a full push-up, the rep will not be counted, and the test may be terminated.

e. **Absolute Strength**

The third major component of physical fitness is one's maximum body strength. The tests for this area consist of the bench press and the leg press. Fitness proctors may assist the individual in clearing the bar from the stand, as well as returning the bar to the stand. When practical, two fitness proctors will spot the individual during the warm-up and actual test.

i. **Bench Press**

This is the One (1) Repetition Max Bench Press Test using free weights. The purpose is to measure the absolute strength of the upper body, specifically the anterior deltoid, pectoralis major, and triceps.

- The test will allow individuals to begin with a lighter weight and work towards a maximal lift on the fifth or sixth trial.
- Individuals should not start at a maximum weight.
- Weight can progressively increase as deemed appropriate by the lifter. After successful completion of a lift at maximal weight is obtained or the test is terminated.
- The first two or three lifts should serve as warm-up lifts to prepare for a maximal lift on the fifth or sixth lift. No more than six attempts in total will be allowed.
- A successful lift will be counted when the arms reach a soft extension at the top of the lift.
- The bar will begin with the arms fully extended and then lowered until the arms achieve a ninety (90) degree bend (upper arm parallel to the floor). The bar will then be pushed up until the arms are fully extended, elbows at a soft extension.
- The buttocks must stay in contact with the bench and both feet must be flat on the floor.

ii. **Leg Press**

This test will consist of pressing the maximum weight one (1) time.

- The individual will start in the seated position, with the legs at a ninety (90) degree angle from the chest.
- The weight must be pressed out until the legs are fully extended.

f. **Flexibility**

A final but important component of physical fitness is muscular flexibility of the lower back and hamstrings, to reduce susceptibility to injury.

i. Sit and Reach Test

This is a one (1) repetition test utilizing a specifically designed measuring box. The purpose of this test is to determine flexibility.

- The individual positions themselves seated on the floor, with their shoes removed and legs extended straight out in front of them.
- Soles of the feet are placed flat against the seat and reach the box, shoulder-width apart.
- During the test, both knees must remain flat against the floor.
- With hands placed on top of one another, palms facing down, the individual reaches forward, as far as possible, along the measuring line.
- If at any time form is broken by lunging, jerking, or bobbing forward, bending the knees, not keeping the hands and fingers on top of each other, or in contact with the scale, the test may be terminated
- The individual may take up to three practice reaches before being scored on their fourth attempt.

7. TESTING OPTIONS

- a. Peoria Police Department employees who wish to participate may do so by selecting one (1) of two (2) options.
- b. **Physical Fitness Program Assessment Test**
 - i. Employees may test once per year (in April) and must meet the following criteria to earn fitness leave.
 - ii. Attain a score at or above the fiftieth (50th) percentile in **each** category to earn the rest of the shift off or 5 hours of fitness time.
 - iii. Achieve an overall percentage, with the average of all six (6) categories, of seventy (70) percent to earn an additional reward time.
 - iv. Approval of the AZPOST-certified Physical Fitness Instructor who monitored their fitness test.
- c. **Physical Fitness Program Baseline Assessment Test**
 - i. The focus for baseline fitness testing your baseline is geared toward making improvements while maintaining a regular workout routine. The baseline test is to determine your current level of fitness, and it is the individual employee's responsibility to implement a proper diet and exercise plan. The ultimate goal is for the employee to be able to complete the full Physical Fitness Program Fitness Assessment for the next calendar year.
 - ii. Employees will receive 5 hours of physical fitness leave for participation in all categories.
 - iii. The Baseline assessment may only be completed once per career. The goal is to determine a baseline level of fitness and become successful in completing the Physical Fitness Program Assessment Test the next year.

8. PHYSICAL FITNESS INCENTIVE AWARDS

- a. Peoria Police Department Physical Fitness leave is offered to encourage and reward those employees who have made a commitment to improve their overall health by engaging in a regular fitness program.
 - i. Physical fitness leave can be earned by choosing either test option. The Physical Fitness Program Assessment Test rewards up to forty (40) hours of paid leave or up to five (5) hours for the Physical Fitness Program Baseline Assessment Test.

- b. Physical fitness leave is earned in the following ways:
 - i. Reward – “Reward” time is based upon the participant’s overall score as determined by averaging all six categories tested.
 - ii. Participation – employees must participate in each of the six categories to take advantage of the program and count as “Participation” time, which equates to the remainder of their shift off in a paid leave status –or- five (5) hours of physical fitness leave.
- c. It may not always be practical for employees to take the remainder of their shift off after physical fitness testing due to staffing constraints. Employees must work with their chain of command to determine if adequate coverage exists, if not, they will need to return to their regular duty status following the testing process.
- d. All physical fitness leave awarded must be approved by the AZPOST certified Physical Fitness Instructor monitoring the test. To determine the exact amount of physical fitness leave one is eligible to earn, see the chart below:

i. Assessment Test:

| Overall Percentage | Three Types of Fitness Leave | MAXIMUM Total Leave | | | |
|--------------------|------------------------------|---------------------|--------|------------|--------|
| | Participation | Improvement | Reward | Non-Exempt | Exempt |
| 70% - 74% | RoS -or- 5 hrs | 0 | 10 | 15 | 2 days |
| 75% - 79% | RoS -or- 5 hrs | 0 | 15 | 20 | 2 days |
| 80% - 84% | RoS -or- 5 hrs | 0 | 20 | 25 | 2 days |
| 85% - 89% | RoS -or- 5 hrs | 0 | 25 | 30 | 3 days |
| 90% - 94% | RoS -or- 5 hrs | 0 | 30 | 35 | 3 days |
| 95% - 99% | RoS -or- 5 hrs | 0 | 35 | 40 | 4 days |

RoS = Rest of Shift

9. INDUSTRIAL COVERAGE DURING PHYSICAL FITNESS ASSESSMENT

- a. The assessment must be supervised by an AZPOST-certified Physical Fitness Instructor(s) who is specifically designated to ensure compliance with the program, and who has the responsibility to maintain safety and to report any injuries that occur.
- b. In the event an employee becomes injured during the assessment, an on-duty supervisor shall be responsible for executing the initial industrial paperwork.
- c. The Chief of Police must approve, in advance, all assessments that are part of the Physical Fitness Incentive Program and any portion of the conducted off-site of the City property.

10. TRACKING

- a. All leave hours earned during the physical assessment shall be taken by April 30th of the following year. Any unused amount will be forfeited.
- b. No rollover of hours from year to year is authorized.
- c. Should the employee’s employment with the city be terminated, all hours will be forfeited and unpaid.
- d. Employees utilizing physical fitness leave hours shall annotate them as such on their time sheet.
- e. Fitness time earned will be available for use after all testing has been completed, verified, and loaded into timekeeping software (usually by the end of the following month).

11. REQUEST FOR TESTING EXTENSION

Extensions may be granted to employees who are unable to participate in April due to medical conditions or injury. Employees must send an email to the Training Unit prior to April 30th to request an extension.

12. REFERENCES

No references are listed at this time.