



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-18

Effective: 01/15/16 Expires: 01/15/17 Replaces: 04/29/15

3-18 PHYSICAL FITNESS TESTING AND TRAINING

3-18-1 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 welfare 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.

3-18-2 Procedures

A. Physical Fitness Criteria

Criteria used in the Physical Fitness Assessment has been established by the Cooper Institute of Aerobic Research. It is utilized by the New Mexico 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 on age and gender of the individual.

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. Assessment frequency will be 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 about assessments will be CONFIDENTIAL and maintained in the Wellness Unit office.
- [5] 4. The Wellness Unit staff will provide consultations relating to health and wellness issues for individual officers. All consultations will be kept confidential.

[7] C. Physical Fitness Testing Process

1. Before 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 that includes, but is not limited to, blood pressure, resting pulse, and height/weight.



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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.

[7] 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.

[6] 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.

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 before the start of the assessment. In most test periods, the assessment will cover, but are not limited to:

a. Aerobic Power

b. Dynamic Strength

c. Absolute Strength

d. Flexibility

2. The Wellness Unit may change the type of components assessed or the scoring methods utilized 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

Each test of physical fitness will be identified by these categories that will be based on the age and gender of the individual:

a. Superior - 95% and above

b. Excellent - 80% to 94%

c. Good - 60% to 79%

d. Fair - 40% to 59%

e. Poor - 20% to 39%

f. Very Poor - 19% or less

F. Wellness and Health Improvement Plan

1. If the overall fitness score is below the 40th percentile, 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:



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- 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 an 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.
2. Any officer who falls into the poor and very poor category (below the 40th percentile) on any component of the assessment will be advised of the results. The Wellness Unit will be available to provide a Wellness and Health Improvement Plan for any officer who falls under the 40th percentile on any component.

G. Exemptions and Limited Duty Personnel

1. Officers who believe that 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 3-56-D.

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 before 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 an overall score in the 98th percentile and above.
 - b. A Most Physically Fit Ribbon without the Star "Excellence" designation will be awarded to sworn personnel who achieve an overall score of in-between the 95th and 98th percentiles.
 - 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.



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d. 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.